



P&C April General Meeting Minutes

Date: Wednesday 2 April 2025

Time: 7:02pm – 9:00pm

Location: The Royal Oak and Zoom

Attendees:

BPS Exec: Rose Reedy, Amanda Pitman

P&C Exec: Trista Rose (TR), Phillip Chaplin (PC), Tracy Baving, Sauvik Banerjee (SB), Yann Le Roux, Ira Alvarez, Amy Simpson (AS) – Minutes.

P&C Members: Shona Macleod (SM), Jennifer Widjojo (JW), Tara Smith (TS), Rafaela Kohler, Suzanne Kennedy, Leah Rosalky, Natalia D’Morias, Virginia Poggio, Sarah Spencer, Bianca Astwood

Apologies: Maria Lambos, Renata Harris

	Agenda	Who	Minutes
1.	Welcome and introduction <ul style="list-style-type: none"> - Confirmation of previous minutes of December meeting, March AGM and Eaton St Townhall - Apologies - Correspondence 	Trista Rose	<ul style="list-style-type: none"> • Ratification of the previous meeting minutes: <ul style="list-style-type: none"> ○ December 2024 meeting – JW ○ 2025 AGM – PC ○ Eaton St TownHall March 2025 – PC • Apologies above noted • No material correspondence outside of those covered below
2.	Principal’s Report	Amanda Pitman (on behalf of Maria Lambos)	<ul style="list-style-type: none"> • <u>Congrats</u> <ul style="list-style-type: none"> ○ ...to our P&C Federation Representative appointment. Trista will speak to this later in the evening. It’s great news for Balmain PS and public education! • <u>A Big Shout-Out...</u> <ul style="list-style-type: none"> ○ ...to the wonderful group of parent volunteers currently working on our gardens, including re-planting and fixing up Ms Pauline’s Garden. We look forward to visiting this special space in Term 2, when it is open again • <u>Air Conditioning</u>

			<ul style="list-style-type: none"> ○ As per the recent comms, our Assets Manager, Ken, recently put our school's name forward for a Department of Education (DoE) Upgrades & Additions Project, which was specifically for upgrades to electrical distribution boards. ○ The DoE has taken up the nomination and that our school will receive a full power upgrade. ○ Once approvals from Ausgrid are sought, by the DoE, scoping will occur and works scheduled/completed. At this stage, the school has yet to be notified when this will occur. ○ Once the power upgrade is complete, the school will receive quotes for the purchase/installation phase, which will be passed on to the P&C, as per any information/updates regarding the upgrade/air con. ○ The 'Cooling the School' Committee has sent me further questions, which have been forwarded to Ken. At this point, there has been no response. 																				
<p>3.</p>	<p>Treasurer's report</p>	<p>Sauvik Banerjee</p>	 <p>Monthly Cash Balance</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Jan'25</th> <th>Feb'25</th> <th>Mar'25</th> </tr> </thead> <tbody> <tr> <td>Opening cash balance</td> <td>126,493</td> <td>129,093</td> <td>130,638</td> </tr> <tr> <td>Add: Amount received - Net</td> <td>2,600</td> <td>2,226</td> <td>1,604</td> </tr> <tr> <td>Less: Payments - Net</td> <td>-</td> <td>(681)</td> <td>(13,947)</td> </tr> <tr> <td>Closing balance</td> <td>129,093</td> <td>130,638</td> <td>118,294</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Monthly cash balance for January to March 2025. The opening balance in January was \$126,493, which increased to \$130,638 by March due to net received amounts. The primary sources of these receipts were fundraising initiatives. However, there was a net payment of \$13,947 in March, leading to a closing balance of \$118,294. These payments were mainly contributions to the school for classroom and library resources, as well as sales and payments from the uniform shop. • Change in signatories for P&C bank accounts in 2025: TR, SB, AS are all co-signatories. Plus Mahsa Deravi is also a co-signatory for the uniform account. 	Particulars	Jan'25	Feb'25	Mar'25	Opening cash balance	126,493	129,093	130,638	Add: Amount received - Net	2,600	2,226	1,604	Less: Payments - Net	-	(681)	(13,947)	Closing balance	129,093	130,638	118,294
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			<ul style="list-style-type: none"> • Longer term deposit account has been arranged; currently have 3 and 12 month term accounts. • Jen Widjojo still has access to P&C account. <p>Action: SB to confirm with Commbank only current executive bearers have account access.</p>
4.	P&C Priorities for 2025	Trista Rose	<ul style="list-style-type: none"> • Good parent feedback from survey conducted in February. • 6 Priorities for 2025 identified from survey: <ol style="list-style-type: none"> 1. Cooling the school initiative; 2. Transitioning Eaton Street Out of School Hours care to a P&C service – proceeding to due diligence; 3. Establishing a Performing Arts Subcommittee; 4. Offering extra-curricular activities, including sports, music and performing arts; 5. Supporting ongoing technology needs, 6. Hosting a family fun day and social/community opportunities for connection.
5.	ESC Town Hall & Steps Forward <ul style="list-style-type: none"> - For decision: Expenses for due diligence process 	Trista Rose	<ul style="list-style-type: none"> • Following vote at the Eaton St Town Hall in March, we will be proceeding with due diligence. • Executive Committee developing a plan during April, including the criteria and set of Questions to be answered. • Plan to create a committee to oversee due diligence, including 3-5 ppl from P&C and school. • 4 companies have been approached to conduct financial / compliance due diligence. One quote has been supplied to date. <p>DECISION: Resolution for pre-approval of \$10,000 to conduct due diligence passed by majority vote.</p>
6.	IT & Resource contribution	Philip Chaplain	<ul style="list-style-type: none"> • School has developed a 3-year IT plan. • For 2025 this includes iPads (x 20), replacement of 2 whiteboards, and costs for IT provider. • Executive committee have agreed upon \$260/student voluntary contributions from

			<p>parents, called “P&C Technology and Resources Contribution”. This amount is set based the school’s plan and assumes 75-80% uptake from parents.</p> <ul style="list-style-type: none"> • Covers IT items as well as classroom resources: readers, subscriptions for learning resources, marker etc, external IT provider costs. Any excess can be cascaded to library resources and classroom resources. • In 2025 school to collect the voluntary contributions on behalf of the P&C. This will be via Compass and collect as a separate ledger item, for which the P&C will approve dispersal requests. • Parents can make payments in Compass app as they wish (\$260 lump sum or \$65/term) • BPS will also be sharing a monthly statement of the ring-fenced account; balance and expenditure. • Communications for parents drafted. <p>DECISION: Resolution for Balmain Public School to collect the \$260 P&C voluntary IT and resources contribution via Compass, with P&C vote required to disperse funds, passed by majority vote.</p> <p>Action: PC to finalise communication and share to Amanda Pittman, to be rolled out on Compass on Monday 7 April.</p>
<p>6.</p>	<p>Performing Arts Sub-committee:</p> <ul style="list-style-type: none"> - For decision: Committee by-laws (<i>Refer to Appendix A</i>) - For decision: Election of sub-committee members: <ul style="list-style-type: none"> o Convenor / Choral Coordinator o Music Ensembles & Performances Coordinator o Instrumental Tuition Coordinator o Drama & Dance Coordinator o Operations Coordinator 	<p>Tara Smith</p>	<ul style="list-style-type: none"> • P&C survey revealed performing arts is a priority for parents, there is a gap since Directions in Music has left BPS. • Performing arts activities will allow BPS to be performing at community events, fostering love of arts, providing enriching opportunities for kids. • A performing arts subcommittee (PAS) is to be initiated, with by-laws circulated (<i>refer to Appendix A</i>). • PAS will be a standing sub-committee, reviewed annually, until no longer needed. <p>DECISION: Ratification of PAS By-Laws passed by majority vote.</p> <p>Sub-committee members elected as follows:</p> <ul style="list-style-type: none"> o <i>Convenor - Tara Smith (nominated by JW, seconded Yann Le Roux)</i> o <i>Music Ensembles & Performances Coordinator: Leah Rosalky (nominated by JW,</i>

	<ul style="list-style-type: none"> ○ Events & Communications Coordinator 		<p><i>seconded Tara Smith)</i></p> <ul style="list-style-type: none"> ○ Instrumental Tuition Coordinator: Suzanne Kennedy (nominated JW, seconded Amy Simpson) ○ Drama & Dance Coordinator: Rhema Tieu (nominated JW, seconded SM) ○ Operations Coordinator: Jennifer Widjojo (nominated TR, seconded Tara Smith) ○ Events and Communications Coordinator: Bianca Astwood, (nominated Tara Smith, seconded JW) <ul style="list-style-type: none"> • Trista Rose congratulated the PAS on this initiative and welcomed the elected committee members. • Amanda Pittman thanked the P&C for stepping in to fill the gap Directions in Music has left, appreciative to PAS members for driving this forward.
<p>7.</p>	<p>Cooling Initiative sub-committee update</p> <ul style="list-style-type: none"> - Cooling the School Status report (<i>Refer to Appendix B</i>) - ACNC registration 	<p>Shona Macleod</p>	<p>Shona Macleod presented on latest Cooling the School report (<i>refer to appendix B</i>)</p> <ul style="list-style-type: none"> • Temperature monitoring device data shows classrooms have recorded highs up to 34°C – data shared to DoE • Sub-committee met with Kobi Shetty MP who is supportive of the cooling the school initiative and suggests initiating a petition to take to Prue Car (Minister for Education) • DoE will pay for switchboard upgrade, to be completed by end of Term 2 • Applying for a grant to install solar power, to supplement capacity for air conditioners to be installed in classrooms. • An economic analysis of the cost of no air-conditioning prepared by Virginia Poggio. • Independent load testing completed last week, trying to verify against piecemeal information provided by BPS/DoE. Current usage looks to be around 30 amps, with a capacity of 100 amps. • Cooling sub-committee proposes proceeding with upgrade to split systems air conditioning units. • The proposed split cycle air cons will draw similar power to the current portable AC units. Therefore it should be possible to do installation in parallel with switchboard upgrade, or stage the installation across classrooms. • Sub-committee requires load testing reports from BPS and to clarify which AC units are required by Assets to be purchased so analysis can be conducted.

			<ul style="list-style-type: none"> • Support from BPS required for scoping works for AC units installation. • Some windows were unable to stay open during Kobi Shetty visit on 21 March, need counterbalances fixed to ensure they can stay open. <p>Action: Rose Reedy to ask Maria Lambos to follow-up with Ken to provide answers to Sub-Comms questions in email.</p> <p>Action: Amanda Pittman to confirm if all the windows are counterweighted.</p> <p>Sarah Spencer provided update on Australian Charities and Not-for-profits Commission (ACNC)</p> <ul style="list-style-type: none"> • ACNC registration for Balmain P&C would allow for tax-free donations towards any infrastructure projects. This could cover contributions towards cooling the school initiative. • There are specific reporting requirements, including an annual report aligned to P&C reporting year. • Sarah Spencer and SB recommend we go ahead with ACNC registration and establishing a school building fund with Deductible Gift Recipient (DGR) status <p>DECISION: Resolution to proceed with ACNC & DGR registration passed by majority vote.</p> <p>Action: Sarah Spencer to liaise with P&C Executive for assisting ACNC registration.</p> <p>Action: Update P&C financial management principals at the next P&C meeting.</p>
8.	2025 Events Calendar	Tracy Baving	<ul style="list-style-type: none"> • Review of major P&C events planned for 2025 – see <i>Appendix D</i>. • The PAS will also be creating a calendar of events, the choirs may like to perform at events. • The Year 6 parent committee also has events planned for 2025. Tracy and Bianca to coordinate schedules. <p>Action: Rose Reedy to share Year 6 events, Bianca Astwood to share PAS events, Tracy Baving and Ira Alvarez to and coordinate schedules of events for 2025.</p>

9.	<p>Uniform Shop pricing</p>	<p>Rafaela Kohler</p>	<ul style="list-style-type: none"> Prices of items for sale in uniform shop have been reviewed (compared to Rozelle PS), considering prices have not changed in 2 years. Some items will increase slightly (\$2-3 per item). <p>Action: Rafaela Kohler to communicate price changes to parents asap, with price changes to take effect in Term 2.</p>
10.	<p>Funding requests for decision:</p> <ul style="list-style-type: none"> i. Funding request for School Leadership Blazers ii. Funding request for BPS Choir <p><i>(Refer to Appendices Ci, Cii)</i></p>	<p>Rose Reedy Tara Smith</p>	<p>DECISIONS:</p> <p>i – Resolution for \$2,000 for 15 blazers for BPS student leadership (in various sizes, to stay on site) to be used for official events and meetings, passed by majority vote.</p> <p>ii – Resolution for \$6,200 for establishing BPS Choirs, through engagement of choral director and purchasing music, passed by majority vote.</p> <ul style="list-style-type: none"> Tara Smith presented her experience as a classroom music teacher, singer and piano player, running various choirs and now working at the Australian Chamber Orchestra. Tara declared conflict of interest with her application to BPS for choral director and Convener position in P&C PAS and abstained from voting. Choir will be a free offering to all students at BPS and those attending Eaton Street Centre care, beginning from Term 2. No barrier to entry or auditions. Junior choir (Years 1-2) to train Tuesdays during Break A and Senior choir (Years 3-6) to training Tuesdays before school. Stage 1 teachers will provide support. <p>Action: PAS to circulate information and application form to join choirs as soon as possible.</p>
11.	<p>Other business</p> <ul style="list-style-type: none"> P&C Federation appointment Extra-Curricular activities Environmental initiatives 	<p>Trista Rose</p>	<p>Trista Rose update on P&C Federation:</p> <ul style="list-style-type: none"> Shona Macleod has been appointed as Sydney representative for P&C Federation and offers congratulations. <p>Natalia D’Morias provided an update on extra-curricular activities:</p> <ul style="list-style-type: none"> Non performing arts activities have been organised with 4 providers signed up for Term 2: <ul style="list-style-type: none"> Paper, Rock, Scissors for kindergarten craft, French,

			<ul style="list-style-type: none">○ Mandarin,○ State soccer.• Good in the Hood Rozelle to be brought in with Ms Reedy for Stage 2.• Continuing to explore other extra-curricular activities, with Inner West Council approval (e.g. Basketball or multi-sports in Gladstone Park).• Student and Parent centred workshops on bullying / cyber bullying may be of interest. <p>Action: Amanda Pittman to share listing / timetable about 3rd party providers at BPS, including what the activities are.</p> <p>Action: Ira Alvarez to promote all the activities on offer at BPS, through brochures, communications, one-stop-shop online timetable.</p> <p>Trista Rose provided an update on Emma Bull's behalf on gardening club:</p> <ul style="list-style-type: none">• Applying for a grant to connect water tanks (2 x 20,000L tanks are not currently connected). <p>Other business:</p> <ul style="list-style-type: none">• Amanda Pittman reports NAPLAN testing went smoothly, no issues. All students tests have been finalised. Results to be released later, likely in Term 3.
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Balmain Public School P&C Association

**PERFORMING
ARTS
SUBCOMMITTEE
BY-LAWS**

April 2025

1. Purpose

Balmain Public School (BPS) P&C Association believes that access to quality performing arts experiences is an essential part of a child's overall education. Driven by response from parents in the P&C survey, the P&C are establishing a **Performing Arts Subcommittee (PAS)** with the goal to build a thriving performing arts program where students are given the opportunity to extend their music, drama and dance interests through co-curricular and extra-curricular activities at school.

The purpose of this document is to provide an overview of the objectives of the Performing Arts Subcommittee and to include a statement of direction on how the subcommittee will operate.

The PAS 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. Subcommittee Membership

In addition to the elected roles below, one or more of the P&C Office Bearers will also form members of this subcommittee and should be invited to meetings, however may participate at their discretion.

Convener/ Choral Coordinator

- Drives the Performing Arts Subcommittee strategy and initiatives
- Acts as main contact between the PAS, the P&C and the BPS school principal / staff
- Chairs and sets the agenda for PAS meetings
- Develops the monthly written report and presents key points of the reports at the P&C general meetings
- Drives engagement and awareness of the choir
- Manages enrolment in choir
- Coordinates choir rehearsal schedules in collaboration with BPS and Eaton St
- Facilitates the distribution of music, practise tasks, rehearsal and performance information and other communications to parents of choral members
- In conjunction with BPS staff, liaises with schools in the local community for partnership opportunities for practice and performance
- Collaborates with BPS staff to arrange and coordinate concerts and performance opportunities at BPS and in the community
- Identifies and coordinates opportunities for the choir to participate in Department of Education festivals and events

Music Ensembles & Performances Coordinator(s)

- Manages enrolments in music ensembles (includes but not limited to band and strings)
- Coordinates ensemble rehearsal schedules and locations in collaboration with BPS and other providers / partners
- Coordinates roster for supervised transportation of children from offsite rehearsals to BPS
- Facilitates the distribution of music, practise tasks, rehearsal and performance information and other communications to parents of ensemble members
- In conjunction with BPS staff, liaises with schools in the local community for partnership opportunities for practice and performance
- Collaborates with BPS staff to arrange and coordinate concerts and performance opportunities at BPS and in the community
- Identifies and coordinates opportunities for ensembles to participate in Department of Education festivals and events

Instrumental Tuition Coordinator

- Sources and identifies potential new music tutors
- Coordinates communication between potential new tutors and the school
- Liaises with school for room availability and puts together teaching roster
- Coordinates communication of lesson timetable and availability through school and P&C channels
- Maintains central record of contact information of tutors
- Assists with coordination of ensembles and performances as required

Drama & Dance Coordinator (TBC)

- Liaises with the school to support and share school-led drama and / or dance activities
- Sources and identifies potential external providers for extra-curricular drama
- Coordinates communication between any new providers and the school
- Liaises with school for room availability for any extra-curricular activities
- Maintains central record of contact information of extra-curricular drama and dance tutors
- Works with Ensemble & Performance Coordinator to assist with coordination of concerts and performances

Operations Coordinator

- Works with the P&C Treasurer to account for funds raised and required for PAS expenses
- Minutes PAS meetings
- Ensures there is adequate insurance cover for all PAS events
- Works with Ensembles and Performances Coordinator to manage enrolments and permission forms
- Maintains online schedule on P&C website

Events & Communications Coordinator

- Coordinates PAS fundraising events including ticket sales where required
- Supports other Coordinators with communication needs
- Partners with the P&C Communications coordinator in the P&C Exec Committee to develop, streamline and create messaging through various communication channels, including emails, websites, social media and BPS newsletters/notification via the school principal, as appropriate

3. Governance

The Performing Arts Subcommittee:

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

4. Objectives of the Performing Arts Subcommittee

The Performing Arts Subcommittee is a volunteer-run initiative that sets out to:

- a. Provide BPS students access to performing arts (music, drama and dance) activities through either co-curricular activities run in collaboration with the school, and / or extra-curricular activities provided by third-party providers.

- b. Provide and facilitate the opportunity for students to participate in performing arts ensembles including choir, concert band, string ensemble, drama and dance troupes (to meet demand and where no other opportunities are available).
- c. Provide performance opportunities through regular live performances at school assemblies and work towards performances at local community festivals and school eisteddfods.
- d. Foster the love and enjoyment of the performing arts within the school community (students, staff and parents) through performing arts participation and performances, strengthening a sense of belonging, wellbeing and social inclusion.
- e. Increase participation and engagement in the performing arts by providing transparent, clear and timely communication to parents on performing arts activities offered at the school.

5. Functions of the Performing Arts Subcommittee

- a. Establish, run and fund (where appropriate) programs to address the identified objectives, including:
 - i. creating and coordinating a school choir(s);
 - ii. creating and coordinating instrumental ensembles including concert band and string ensemble(s);
 - iii. facilitating and coordinating individual music tuition outside of school hours; and
 - iv. facilitating other performing arts initiatives depending on student interest and resources, e.g. drama and dance (where there is no other offering).
- b. Promote and communicate performing arts (music, drama and dance) education opportunities to parents and students.
- c. Work with the school, providers, and the community to organise and facilitate performance opportunities at school, in the community, at Department of Education festivals and events, and school eisteddfods where appropriate.

6. Reporting

The subcommittee is required to provide a monthly written report highlighting progress, risks, issues and recommendations to each meeting. Reports are to be provided to the P&C Executive one week before the P&C meeting.

7. Delegated Authority

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

8. Performing Arts Subcommittee Meetings

- a. The PAS will meet prior to each general meeting of the P&C Association at a date that allows adequate time to compile a quarterly report for the next P&C Association general meeting.
- b. The Subcommittee Convener is responsible for calling subcommittee meetings.
- c. The quorum for all Subcommittee 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 Subcommittee Convener shall chair all meetings unless unable to attend in which case a chair shall be chosen from the PAS members present.

- f. Minutes of all PAS meetings must be taken and tabled as part of the report to the P&C Association.
- g. PAS meetings are considered closed meetings (for PAS members or P&C Executive 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 PAS 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 PAS. Where a potential or actual conflict is identified, the PAS 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

The subcommittee is bound by the Balmain Public School P&C Financial Management Principles.

Members of the PAS do not hold the authority to commit to contracts/agreements or raise funding without the approval of the Balmain P&C.

For all events, a budget is expected to be produced prior to the commencement of planning the event. This budget will be required to be approved by the P&C Executive Office Bearers.

11. External Communications

The subcommittee 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 include a standing P&C President, Vice-President or Secretary.

12. Dissolution of the Performing Arts Subcommittee

The subcommittee may be dissolved:

- 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 subcommittee.

The need for a Performing Arts Subcommittee will be reviewed formally on an annual basis at each Balmain P&C AGM.

Cooling the School Status Report

MARCH 2025

Prepared on behalf of the Balmain Public School P&C

by the 'Cooling the School' subcommittee



Author: Shona Macleod

Version: for circulation

Date: 01/04/2025

Report Number: 2

Executive Summary

This report is prepared for the Balmain Public School P&C committee meeting regarding the Cooling the School project at Balmain Public School, 1 Eaton Street, Balmain NSW 2041. It provides updates to stakeholders, including the Balmain P&C executive, P&C members, teachers, and the school Principal on the progress of the cooling initiative. This is the second report.

Sub-Committee Activities Ongoing/Complete (March)

- Sarah Spencer, Shona Macleod, and Trista Rose met with Maria Lambos (Principal), Kobi Shetty, and School Ministers to discuss issues affecting students, including classroom temperatures. Ministers reiterated the need for AC;
 - Kobi Shetty MP has placed questions on notice in Parliament regarding the Department of Education's plan for BPS switchboard and AC -with a partial response given by DET secretary Murat Dizdar - "A project to upgrade the distribution boards at Balmain Public School is in planning and will be completed by the end of Term 2. This will balance the electrical load to allow for the installation of air conditioning in the future.";
 - Discussions with P&C Federation;
 - Kobi Shetty is initiating a petition advocating for air conditioning at Balmain Public School, with Virginia and Shona coordinating the supporting data and information;
 - An Essential Energy grant application targeting a 12-18kW system for solar installation submitted by Sarah;
 - Temperature monitoring fully established and uploading/recording regularly;
 - Assessment of existing portable ACs; and
 - Load testing -(informal by sub committee) inspection complete. Awaiting results.
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Temperature Monitoring:

Air quality monitoring has captured temperatures up to 34 degrees Celsius and humidity levels up to 80%. The average temperature for March is above 27 degrees, exceeding worksafe recommendations.

Economic Analysis

Virginia Poggio's report estimates the annual cost of not installing air conditioning for a single classroom with 25 students, including:

- Lost learning productivity: \$32,500 per class (25 students × \$1,300 each);
 - Teacher productivity loss: \$5,000 per class;
 - Student absenteeism costs: \$3,750 per class; and
 - Total per classroom per year: \$41,250.
-

Department of School Infrastructure (Assets)

- Sam Bolitho has submitted questions to DET via the Principal regarding specifications of the main Ausgrid electrical cable, switchboards, power allocation, electrician contact details from the DoE, Ausgrid contact details, the load testing report, and options for air conditioning units from Seely International (Department supplier).
 - The Committee has directly requested a meeting with Assets. We are still awaiting a written response.
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Load Testing and Switchboard

- Note the load testing report has not yet been provided (included in GIPA request).
- Initial findings of our committee electrical consultant are consistent with Maria's advice, indicating existing infrastructure can support approximately 100 amps load, with usage around 30 amps at the time of inspection.

- Principal has issued a Compass update advising that the DoE (Assets) plans to fund and complete the switchboard upgrade. Maria has not been advised of specific timing. Murat Dizdar QoN response to budget estimates contains a commitment to term 2 end.
 - The subcommittee is exploring grants for solar energy to enhance our power supply to support AC energy consumption
-

Air Conditioning

- The Cooling Subcommittee discussed the proposal to replace 3.6kW portable AC units with more powerful, and quieter units. Consensus is against pursuing this option as a matter of urgency, as the portable units are much less effective than alternatives. If necessary we can review at the end of Winter 2025.
 - The Subcommittee will explore alternatives that maintain present energy usage. We aim to implement a solution before Spring/Summer. Based on available information, air conditioning installation can proceed either in part or full, parallel to the switchboard upgrade. The energy demand of the existing portable units can be used as the system limit for the proposed AC design.
 - Our recommendation is to proceed to scoping and quoting an appropriate AC design, within the system limits ASAP. This will assist with goal setting for fundraising, advocacy efforts and grants.
-

Windows/Ventilation

- The Principal reported several windows still need modified weighting to remain open.
 - The committee recommends establishing a daily pre-cooling or ventilation plan for classrooms, suggesting that staff members oversee this process, as accessibility may limit students' ability to utilize windows effectively or safely.
-

Shading/Tree Canopy

- Community grant opportunities will be used to seek additional shading along Eaton St.
-

NEXT STEPS

- Request update on window upgrades;
- Continue to follow up on the GIPA request status and address emerging information needs;
- Support Kobi Shetty's community petition and gather signatures for broader advocacy;
- Circulate Virginia Poggio's economic analysis and discuss findings with MPs;
- Follow up with the P&C Federation on advocacy efforts and potential meetings with the Assets team;
- Proceed with scoping and quoting the air conditioning system to be purchased by P&C;
- Seek assistance from Maria to submit the AC project request on DETs infrastructure project portal;
- Follow up with Prue Cars office; and
- Initiate fundraising and publicity.

P&C Cooling Subcommittee Meeting Minutes - 4

Date: Wednesday 26 March 2025

Time: 7.30pm – 10.00pm

Location: Balmain and Via Teams

Attendees: Shona Macleod, Sarah Spencer, Nuala Collins, Briedy Mahar, Virginia Poggio, Sam Bolitho

Apologies: Nil

Agenda

1. Welcome, Introduction, and Apologies
2. Review of Previous Meeting Minutes
3. Updates and Actions

1. Welcome, Introduction, and Apologies

- Facilitator: SM
 - Welcome and introduction were provided.
 - No apologies noted.

2. Review of Previous Meeting Minutes

- Presented by: SS
 - SS directed to the previous meeting minutes from the meetings held on 25 and 26 February 2025, circulated on 28 February 2025.
 - A brief overview of the minutes was provided, which the Subcommittee accepted.
 - SM undertook to share the minutes with ML, as previously discussed.

3. Updates and Actions

School Infrastructure NSW Responses

- Updater: SS
 - Confirmed no response to the GIPA request; noted that six weeks had not yet passed.
 - SS will follow up by phone and may add a request for the school energy bill.

Grant Applications

- The Subcommittee will continue seeking grant funds for secondary cooling initiatives, including insulation, shade, and solar.
- The upcoming Energy Essentials grant has commenced; BM and NC are seeking quotes to assist with funding for additional solar panels and a replacement tree for the one cut down outside the office.

MP Responses

- Significant efforts have been made to engage local MPs to assist with cooling initiatives.
- A meeting with Kobi Shetty was held on 21 March 2025 at the school, attended by TR, SM, SS, ML, and some student leaders.
- Kobi will assist with a petition to raise awareness and advocate for community funding for cooling. SM will provide Kobi with a package, including the economic report prepared by VP.

Temperature Monitoring and Reporting

- Ongoing temperature monitoring with streamlined data collection.
- VP is awaiting workable data to include in her report.

Site Visit and Electrical Engineer

- ML has not responded to the proposed date for a site visit. SB will follow up to set a time.
- This visit is necessary to clarify technical aspects without a load testing report.
- The request for the load testing report has been reiterated to ML.
- A follow-up meeting with ML and the Subcommittee will be arranged after the next P&C meeting.

Business Case Development

- VP has prepared a business case report demonstrating the challenging learning conditions.
- Further work is needed to define the "ask," aided by clarity on technical specifications and associated costs.
- The report has been shared with the Subcommittee.

DOE Assets Questions

- Awaiting responses from Assets to technical questions posed last month.
- SB will compile additional questions following the site visit and will follow up.

P&C Federation & Consultation with Other Schools

- SM has engaged with the P&C Federation, including a meeting with the CEO.
- It has been noted that funding may be exhausted within the cooler schools fund, while other schools further up the pipeline have not yet installed A/C.
- SM will continue to gather information and seek support and advocacy from the P&C Federation.

Portable A/C Units

- Following the Kobi Shetty meeting, the Subcommittee discussed installing more effective portable air conditioners in the most affected classrooms as a short-term solution.
- SM will assess existing units, including those functioning better, to recommend moving them for more efficient cooling.
- An efficiency protocol for teachers regarding windows, blinds, fans, and A/C will be provided to maximize coolness.
- Recommendations for purchasing or renting additional units will be considered as a last resort, especially as temperatures are expected to lower in the coming weeks.
- A question was raised regarding the switchboard's capacity to sustain 10 x 10 amps from portable A/Cs. SB will clarify this during his site visit.
- The Subcommittee proposes hiring an energy consultant to evaluate the school and recommend efficient air conditioning solutions, with quotes to be obtained from a provider. SM will discuss this proposal with the P&C Executive before presenting it at the next P&C meeting for approval.

ACNC Update

- SS confirmed the progress made in establishing a gift fund with DGR eligibility, allowing donations for air conditioning to be tax-deductible.
- The P&C needs to be registered with ACNC to proceed with this initiative, which has been presented to the P&C Executive to assess their interest in pursuing ACNC registration at this time.

5. Meeting Close

- Time: 10:00 PM
- All members were thanked for their contributions, and the meeting was adjourned.



BPS P&C Association Funding Request Form

All Funding Request Forms to be sent to balmainpspc@gmail.com a week prior to monthly P&C meetings to be tabled for discussion. Please note no funding requests will be agreed to without completion of this form.

Name of Project/ Resource required:	Funding for school leadership blazers
Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i>	For students to wear to represent the school at: Special assemblies ANZAC Day/Remembrance Day Interschool debating Leadership excursions and networking events P&C events
Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i>	Rose Reedy – Stage 2 Assistant Principal and OC Classroom Teacher
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>	\$2000.00
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>	Drycleaning of blazers once a year
Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i>	No
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>	Although there is no immediate rush, this would be a fantastic project to get up and running this year.
Is there any further information you would like to add?	I have discussed this with Trista and Mah.

BPS P&C Association Funding Request Form

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<p>Name of Project/ Resource required</p>	<p>Balmain Public School Choir</p>
<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>Music education has proven to have positive impacts on a child’s physical, cognitive and emotional development. Singing, particularly in a group, also has demonstrated benefits for wellbeing, mental health, and a sense of inclusion and community.</p> <p>This funding request is to establish a school choral program which is available for all students who wish to participate, with no pre-requisites or financial barriers for parents.</p> <p>The proposed program will offer both a senior and junior choir, led by an experienced choral director. Rehearsals will take place weekly before school and at school break times. Regular performance opportunities will be sought – both at school and within the community.</p>
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i></p>	<p>Submitted by the BPS Performing Arts Subcommittee</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>\$5,800 – choral director fees</p> <p>\$200 per week includes preparation, and delivery of Junior & Senior choir rehearsals x 28 weeks</p> <p><i>Choral Director will be paid as a sole trader, invoicing on a termly basis in arrears.</i></p> <p>\$400 (estimate) – for music resources</p> <p>May include: sheet music, musical arrangements, backing tracks, and other required resources.</p> <p><i>Seeking pre-approval for expenses up to \$400. Receipts will be provided for reimbursement of resources at the end of each term.</i></p> <p>Total funds required for 2025: \$6,200</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>If the program is successful with high student participation in 2025, it is envisaged that the ensemble will continue in 2026 and beyond, requiring ongoing funding. In a full year the estimated costs would approximately \$8,000 to fund the annual choral program.</p>

<p>Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i></p>	<p>In the future it is possible that the choir could generate funds through ticket sales to concerts etc. However, it is unlikely these would fund the full annual cost as we will want to continue to offer performances free of charge to parents.</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. There hasn't been a school choir since mid-2024 and we would like to get started by the beginning of Term 2 to maximise learning and performing opportunities throughout the year.</p>

2025 P&C EVENTS CALENDAR

P&C EVENT DATES

January	-	-
February	14 Feb	Valentine's Coffee Morning
	21 Feb	Welcome Drinks
March	21 Mar	Harmony Day BBQ
April	11 Apr	Easter Hat Parade Coffee Morning
	11 Apr	P&C Drinks, Gladstone Park Bowling Club
May	3 May	Election BBQ
	9 May	Mother's Day Bake Sale
June	13 Jun	Retro Movie Night
July	4 Jul	P&C Drinks, Venue TBD
August	-	-
September	5 Sep	Father's Day BBQ
	? 20 Sep	Family Fun Day
	26 Sep	P&C Drinks, Venue TBD
October	24 Oct	Halloween Disco
November	-	-
December	? 3 Dec	Christmas Giving
	19 Dec	P&C Drinks, Venue TBD

SCHOOL DATES

6 Feb	11 Apr	Term 1 Start - End
30 April	4 Jul	Term 2 Start - End
22 Jul	26 Sep	Term 3 Start - End
14 Oct	19 Dec	Term 4 Start - End
	11 Apr	Easter Hat Parade
	? 3 Dec	Christmas Giving

CELEBRATION DATES

14 Feb	Valentine's Day
21 Mar	Harmony Day
11 May	Mother's Day
7 Sep	Father's Day
31 Oct	Halloween

2025

JANUARY						
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NOVEMBER						
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DECEMBER						
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