

P&C July General Meeting Minutes

Date / Time: Wednesday 2 July 2025 / 7:01pm - 8:17pm

Location: Online via Zoom Meeting

Attendees:

BPS Exec: Amanda Pittman (AP).

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

P&C Members: Tara Smith, Rob Buemmer, Matt Simpson, Briedy Mahar, Shona Macleod, Natalia D'Morias, Irene Lin.

Apologies:

Emma Bull, Jennifer Widjojo, Renate Harris, Maria Lambos, Emma Archibald, Rose Reedy.

	Agenda	Who	Minutes
1.	Welcome and introduction <ul style="list-style-type: none"> - Apologies - Correspondence - Confirmation of June meeting minutes 	Trista Rose	<ul style="list-style-type: none"> • Apologies noted. • Correspondence; <ul style="list-style-type: none"> ○ Meeting to be organised in coming weeks with the Acting Parks Planning & Ecology Manager from Inner West Council regarding the use of Gladstone Park grass area / basketball courts for BPS extracurricular sports ○ Peninsular P&Cs roundtable with Kobi Shetty MP held 12 June, to discuss common issues faced by local P&Cs. These include DOE complaints process, none of the schools having AC installed by Assets, infrastructure works being funded by P&Cs instead of Assets. Kobi gave notice of several questions in Parliament to the Education Minister last week, including Complaints against schools and AC in schools. • Ratification of the May meeting minutes by TB.
2.	Principal's Report	Amanda Pittman	Comms <ul style="list-style-type: none"> • <i>School Bytes</i> will be fully in use from the start of Term 3. Reports will be going out on Friday afternoon via <i>Compass</i>, however, will be moved across to <i>School Bytes</i> soon afterwards. This will also include all academic reports that are currently sitting in <i>Compass</i>. • Question raised as to whether NAPLAN results will be available through SchoolBytes. <p>ACTION: AP to revert with answer regarding NAPLAN results.</p>

		<p>Student Leaders' Blazers</p> <ul style="list-style-type: none">The blazers have arrived and look fabulous. We will get our student leaders to model them and share with the community. Many thanks to the P&C for supporting this initiative. <p>End-of-term performances</p> <ul style="list-style-type: none">On Tuesday, we welcomed our community, along with Nicholson St band families, to enjoy 3 pieces, led by Band Conductor, Nicole. What an achievement in only one term!Our Senior Choir also performed, singing a couple of really catchy songs, led by our very own, super-talented, Tara! Congratulations to Tara, Leah and all who have supported and assisted our students to shine!We look forward to Friday's assembly, where our Junior and Senior Choirs will perform, as well as to some more great events next term! <p>Student Voice</p> <ul style="list-style-type: none">Authentic student voice and leadership is a priority for our school and is referenced in Strategic Direction 3 of our School Excellence Plan.Amanda Pitman has worked with our Enviro Warriors to help raise funds for a Community Garden. This has come about from a Year 5 student's idea, that was taken to local Member for Balmain, Kobi Shetty, as well as Darcy Byrne, Inner West Council's Mayor.Two fundraisers have secured a grand total of \$998, towards the purchase of a garden bed. The school will supply the shortfall of approximately \$700, to turn this idea into reality. An exciting project to look out for in Term 3. <p>Electrical Upgrade</p> <ul style="list-style-type: none">Works have commenced for the electrical upgrade and will be completed during the school holidays. The contractors have met with ESC, to ensure that Vacation Care will not be impacted.																																										
3.	Treasurer's Report	<div>Sauvik Banerjee</div> <table><tr><th colspan="7">Monthly Cash Balance</th></tr><tr><th>Particulars</th><th>Jan'25</th><th>Feb'25</th><th>Mar'25</th><th>Apr'25</th><th>May'25</th><th>Jun'25</th></tr><tr><td>Opening cash balance</td><td>126,493</td><td>129,093</td><td>130,638</td><td>118,294</td><td>124,904.66</td><td>116,811.37</td></tr><tr><td>Add: Amount received - Net</td><td>2,600.02</td><td>2,226</td><td>1,603.92</td><td>7,811.55</td><td>9,753.51</td><td>6,968.13</td></tr><tr><td>Less: Payments - Net</td><td>0</td><td>-681.29</td><td>-13,947.25</td><td>-1,201.32</td><td>-17,846.8</td><td>-14,161.75</td></tr><tr><td>Closing balance</td><td>129,093.05</td><td>130,637.76</td><td>118,294.43</td><td>124,904.66</td><td>116,811.37</td><td>109,617.75</td></tr></table>	Monthly Cash Balance							Particulars	Jan'25	Feb'25	Mar'25	Apr'25	May'25	Jun'25	Opening cash balance	126,493	129,093	130,638	118,294	124,904.66	116,811.37	Add: Amount received - Net	2,600.02	2,226	1,603.92	7,811.55	9,753.51	6,968.13	Less: Payments - Net	0	-681.29	-13,947.25	-1,201.32	-17,846.8	-14,161.75	Closing balance	129,093.05	130,637.76	118,294.43	124,904.66	116,811.37	109,617.75
Monthly Cash Balance																																												
Particulars	Jan'25	Feb'25	Mar'25	Apr'25	May'25	Jun'25																																						
Opening cash balance	126,493	129,093	130,638	118,294	124,904.66	116,811.37																																						
Add: Amount received - Net	2,600.02	2,226	1,603.92	7,811.55	9,753.51	6,968.13																																						
Less: Payments - Net	0	-681.29	-13,947.25	-1,201.32	-17,846.8	-14,161.75																																						
Closing balance	129,093.05	130,637.76	118,294.43	124,904.66	116,811.37	109,617.75																																						

			<p>June activity:</p> <ul style="list-style-type: none"> • As of 30 June, our cash balance is \$109,617. • Inflows (\$6,968) came from Movie night, pancake sales. • Expenses (\$14,161) related to downpayments on upcoming activities: Eaton St OOSH due diligence, Year 6 graduation venue hire, and Family fun day. • Our liquid cash balance is not inclusive of the IT levy balance still sitting with the school. • A separate accounting line for donations to AC installation has been created.
4.	<p>Review of outstanding action items</p> <ul style="list-style-type: none"> - P&C IT Contribution - ACNC registration - Swimming - Toilets 	Amy Simpson	<p>Update on IT Levy</p> <ul style="list-style-type: none"> • The P&C has received paper receipts and a financial statement relating to the IT Levy, covering the period from 2018 to 2025. We have also met with EdConnect regarding this matter. • However, due to the time constraints faced by our volunteer executive members, we have not yet been able to reconcile these receipts. We remain unclear as to why the P&C has been advised of a zero balance across the entire seven-year period, and we anticipate that further clarification will be needed to fully understand the status of this account. • To assist with planning for air conditioning expenditure, we requested an updated statement of the current year's IT Levy balance from the school. In response, the school has informed us of an additional error affecting these funds—an error which, we understand, impacts the current year's contributions. As a result, we currently have no clarity on the balance or the status of these funds. • At this stage, we do not have a clear understanding of the nature or materiality of the error, nor do we know the exact current balance, including any carry-forward amounts. The P&C has been advised that the issue will be resolved by 31 July. We have requested a full explanation of the error and complete transparency on how it occurred. • As part of our preparations for ACNC registration, the P&C will be requesting a full seven-year reconciliation of all receipts relating to P&C funds sent to the school. We also plan to conduct an independent audit. • To better support both students and the school, the P&C has revised its financial management principles and will be seeking involvement in future school budgetary discussions <p>ACNC registration</p> <ul style="list-style-type: none"> • Proceeding with application, which requires some updated/new policies to be ratified at this meeting

			<p>Swimming</p> <ul style="list-style-type: none"> Natalia D'Morias provided an update on a DOE School swimming scheme which BPS can register for. Dept provides funding for a 10-day intensive programme (45mins/day) for children in Years 2-6 who have not reached satisfactory water skills (swimming 25m in deepwater). This could be organised at a local aquatic center (Dawn Fraser / Ian Thorpe / Leichhardt), but we need to organise all aspects of the program, including transport, pool bookings and swimming instructors. <p>Toilets</p> <ul style="list-style-type: none"> Exec and Maria took a tour of toilets (Building A and standalone toilet block) on 13 June. DOE Assets have prioritised the toilet block for upgrades in 2025, which may include tiling and closing the open roof space – yet to be finalised. Some recommendations were made for repairs to locks on doors, re-locating of light switch for girls bathrooms, and performing a deep clean. Unclear whether school budget covers deep clean, current cleaning company don't perform this service. Initial quotes obtained by P&C are ~\$4,000 (ex GST) for a deep clean, inclusive of cleaning grout. <p>ACTION: AP to inform P&C by Friday 4 July whether a deep clean is within school budget, or if P&C should arrange this for during the holidays.</p> <p>Rubbish</p> <ul style="list-style-type: none"> Rubbish in playground noted by Enviro warriors team. AP notes lots of this is lost property, unnamed or unidentifiable names on items. <p>ACTION: AP to enlist Year 6 students to help moving lost property items from near office</p> <p>ACTION: Comms to go out to parent regarding lost property to be donated to 2nd hand uniform stall at end of term.</p> <p>Other outstanding items</p> <ul style="list-style-type: none"> NAPLAN results and BPS rankings – to be evaluated and discussed when 2025 results available. Maria to follow-up with Ken from Assets to redo the glass panes in windows which don't stay open so they are not too heavy for the counter weights. P&C to join in school monthly financial management meetings.
--	--	--	---

<p>5.</p>	<p>Updated / New policies for ratification</p> <ul style="list-style-type: none"> - Financial Management Principles (see <i>Appendix A</i>) - Conflict of Interest (see <i>Appendix B</i>) 	<p>Trista Rose</p>	<p>Financial Management Principles</p> <ul style="list-style-type: none"> • Updated principles required for ACNC application, clarity on sub-committee funds raised and to improve transparency and accountability of funds collected by school • Edits proposed to #5, Revenue collection, to allow for collection of funds through SchoolBytes when necessary: <ul style="list-style-type: none"> ○ The school must not collect or hold P&C funds. ○ When If the school assists with fund collection (e.g. through booking platforms), it must provide a full breakdown of revenue and receipts to the Treasurer. <p>Conflict of Interest policy</p> <ul style="list-style-type: none"> • Policy based on template from P&C Federation, required for ACNC application. <p>DECISIONS:</p> <ul style="list-style-type: none"> • Ratification of the Financial Management Principles 2025 (Majority vote in favour) – with above changes (See finalised document in <i>Appendix A</i>) • Ratification of the Conflict of Interest 2025 policy (Majority vote in favour).
<p>6.</p>	<p>Cooling Initiative sub-committee update</p> <ul style="list-style-type: none"> - Update on actions to date - Fundraising drive to be launched - Motion for P&C contribution to AC installation costs 	<p>Amy Simpson</p>	<p>1. Meeting with Assets (SINSW) We had a positive and productive meeting with School Infrastructure NSW. They confirmed that project scoping for the air conditioning installation can now begin.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • The P&C is to deposit the project funds into the school account • The Principal is to lodge the job on FMWeb – (to be confirmed with Maria) • Assets to refine their costings/scope and report back. <p>Key takeaways from assets meeting:</p> <ul style="list-style-type: none"> • \$12,000 per classroom is SINSW's "rule of thumb" for air con installation • Tendering will commence once funds are deposited in the school account (no invoicing required) • The P&C can define the scope — i.e. which classrooms are prioritised • Total cost expected: approx. \$250,000 for 15 classrooms • A 15% contingency must be deposited along with the project value prior to tender and allowance for heritage consultant - approx \$5000

- PC exec to confirm the total funds available for installation prior to Term 4 2025. I know they have a particular date in mind for finalising and transfer
- Due to cost, we're likely looking at **two rounds of installation**
- Projects over \$150,000 go to competitive tender so that is something to consider. My 2 cents is - it will be quicker, and perhaps cheaper to go to direct tender with Frost who are prequalified with DoE and have already quoted the job for supply and install.
- Our goal is to have round 1 done during the **Term 3 school holidays**

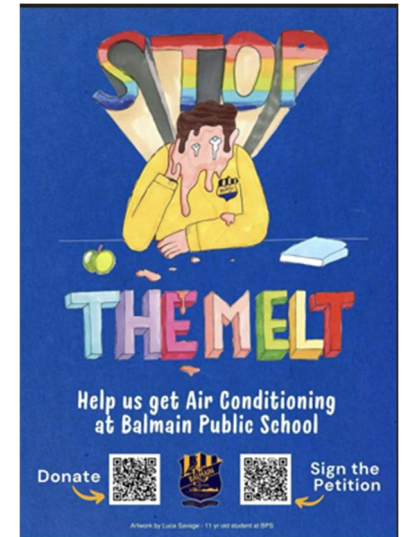
2. Marketing Launch – Air Con Fundraiser

The “Stop the Melt” campaign launches Week 1 of Term 3!

What's happening:

- T-shirts featuring Year 6 student Luca Savage's original artwork will be available for purchase
- Posters will go up at school and in local shopfronts
- Postcards will be letterbox-dropped around the neighbourhood, with QR codes to sign our petition and donate

This is a final chance to raise funds before we lock in the scope of works for this year's installation. All money goes directly toward delivering air conditioning for classrooms. Please support and share the campaign widely!



3. Advocacy – P&C Federation & Department

Shona has met with Dean Slattery (Head of SINSW) and Gemma Quinn (P&C Federation) to raise the challenges P&Cs face when leading infrastructure projects in schools.

Proposals discussed include:

- Direct engagement between SINSW and P&Cs /subcommittees
- Clearer tagging and transparency of PC contributed funds
- An online portal (hosted by P&C Federation) for P&Cs to log infrastructure issues across NSW schools as way of having visibility on data

			<p>Also have an undertaking from Dean Slattery to assist where required at BPS. These items are now on the advocacy agenda for system-wide reform and I will continue to follow them up.</p> <hr/> <p>Update on P&C funds provided by TR:</p> <ul style="list-style-type: none"> • P&C funds reconciliation shows around \$178,000 balance (inclusive of recent fundraisers, moneys held at school for historical IT levy and 2025 Tech & school resource contributions) and \$41,000 of commitments (2025 Family fun day, Eaton St transition, approved funding requests) • Likely \$100,000 shortfall of funds towards current AC installation quote. • Upcoming fundraisers to include; Bunnings bake sale, Blackwattle gin, Family fun day, Halloween Ball, Stop the Melt campaign • We were unsuccessful in a recent grant application for Essential Energy grant for \$15,000. • The NSW Govt Community Building Partnership 2026 grant will reopen in November, we are encouraged to apply. <p>DECISIONS:</p> <ul style="list-style-type: none"> • Motion to contribute \$75,000 of P&C liquid assets to the AC installation project passed – Majority vote in favour.
7.	Performing Arts Sub-committee (PAS) update	Tara Smith	<p>Update of activities in first term of PAS</p> <ul style="list-style-type: none"> • Combined ensemble band (with Nicholson St PS), junior and senior choirs established at start of Term 2. • Senior choir and combined band performed for the parent community in BPS hall on Tuesday 1st – great event despite terrible weather. • Junior choir performance postponed until Friday 4th, plan for senior choir to perform again, as a showcase for all students and teachers. • Clean up of BPS hall and instruments. Many instruments repaired/tuned. Instruments to be stored in music room now. • There is broken furniture in sports shed which will need to be put in hard rubbish (to be done with school skip bin). And sports equipment currently in music classroom needs to be moved out to sports shed. <p>ACTION: BPS Sports staff to move sports equipment out of music classroom and into shed spaces (pending agreement with Eaton St Centre who co-use the shed).</p>

			Next priorities for PAS <ul style="list-style-type: none"> Setting up a P&C Xero account for invoicing and receiving funds from parents in ensembles, and paying the tutors. Looking to establish a string ensemble. PAS have observed Birchgrove and Rozelle ensembles. String tutor available Thursday mornings from Term 3. Expressions of interest had 10 responses from current string players, 8 of which can rehearse on Thursdays before school. Performing arts showcase event – tentatively planned for 14 November evening, at Sydney Secondary College in Rozelle. To include ensembles, bands, choirs, Wakkakiri, dance/drama groups etc. Hall seats 500. Ticketed event – low profit margin, to cover costs. Looking to create a uniform (T-shirt) for band members, to purchased by parents
8.	Eaton Street Centre transition update <ul style="list-style-type: none"> Due Diligence scoping of works (<i>See Appendix C</i>) 	Trista Rose	<ul style="list-style-type: none"> We have engaged a 3rd party (Hyvu Advisory) to perform a financial review of the Eaton St Centre OOSH. The expected fee range is from \$8,000 to \$9,500 excl GST, with 50% paid this week. Due diligence lead (Michael Reshko) to request documents from Eaton St shortly. Due Diligence process is expected to take 4-6 weeks. On track for recommendations on next steps and possible P&C members vote in September.
9.	Funding requests for decision: <ul style="list-style-type: none"> Funding request for Blinds in 5/6E (<i>See Appendix Di</i>) Funding request for library resources (<i>See Appendix Dii</i>) Possible deep clean of toilets 	Trista Rose	<p>Because of the uncertainty of the current balance of the IT / school resources contributions collected by school (<i>See item 4, IT levy</i>), no expenses will be paid from this account until P&C can reconcile balance.</p> <p>DECISIONS:</p> <ul style="list-style-type: none"> Funding request for blinds (<i>See Appendix Di</i>) – quote from Wynstan now reduced to \$840. Resolution passed by majority vote. Funding request for library resources (<i>See Appendix Dii</i>) – P&C to do a direct buy of requested library books (to a value of up to ~\$2,400) and then reimburse the account when IT/school resources account balance reconciled. Resolution passed by majority vote.
10.	Upcoming Events <ul style="list-style-type: none"> A. End of Term 2 performance – 1 July B. Family Fun Day – 20 Sept 	Tracy Baving	<ul style="list-style-type: none"> Recent movie night raised around \$4,000. Funds raised by hot choc / cupcakes stall on Friday 4th morning will go towards PAS expenses. From start of Term 3, the Stop the Melt campaign will begin. This will likely include a bake sale at Bunnings Rozelle on 31 August. Planning an event for Fathers Day (5 Sept) Preparations underway for Family Fun Day on 20 September.

11.	<p>Other business</p> <ul style="list-style-type: none"> - Second hand Uniform Stall - Additional fundraising opportunities 	Trista Rose	<ul style="list-style-type: none"> • Blackwattle Distillery x Balmain – Gin to be launched, small batch of 250 bottles. Cindy Scheule will design a label. Cannot use BPS names, not marketed through school based channels. Plan to promote it through other events / Balmain Wine Shop etc. • The recent second hand uniform stall scheduled on 27 June was cancelled due to lack of volunteers. We encourage parent community to support this initiative by volunteering. Planning for next stall in Week 2, Term 3. • Natalia, P&C members, Ms Reedy & Student Ministers are planning for BPS to participate in Kindness Week activities in Week 5, Term 3. Poster competition (to be launched at Friday 4th July assembly), painting messages of kindness, meditation, bucket filling in class, talk from Marco (Good in the Hood) etc. Resources are available on the Bullying No Way Website: https://bullyingnoway.gov.au/preventing-bullying/national-week-of-action. • Also exploring 3rd party provider to come to speak to parents and students about bullying and kindness for T4 or 2026.
-----	--	-------------	--

Appendix A

Balmain Public School P&C - Financial Management Principles (2025)

The Balmain Public School Parents and Citizens (P&C) Association is committed to strong governance, transparency, and accountability in all financial matters. These principles guide the management of funds, ensuring they are used responsibly to benefit the school community.

1. Reporting

- **Ongoing Reporting:**

A financial report must be presented at each P&C meeting, detailing:

- The current cash position and changes since the last meeting
- Notable transactions or adjustments
- Any changes to bank signatories

- **Annual Reporting:**

At the Annual General Meeting (AGM), the Treasurer must present a full set of audited financial statements, including:

- An Income Statement
- A Balance Sheet
- A Cash Flow Overview

- **Audit Requirements:**

Annual accounts must be independently audited. Audit findings must be shared with members and made available upon request to the school, the NSW P&C Federation, or other relevant stakeholders.

2. Account Management

- **Access and Signatories:**

- The Treasurer must have access to all P&C-operated bank accounts.
- When there is a change of Treasurer, the outgoing Treasurer must prioritise updating signatories.

- **Account Structure:**

- All accounts should, where possible, be held with a single financial institution.
- No overdraft facilities or credit cards are permitted.
- Dual-signatory arrangements are preferred; single-signatory accounts should be limited in balance and used only where operationally necessary.

- **Account Reporting:**

- The details of each account must be reported at the AGM and when signatory changes occur, including:
 - Account purpose
 - Current balance

- Signatory structure (single/dual)
 - **Recordkeeping and Archives:**
 - The Treasurer is responsible for maintaining current signatory information.
 - All financial documents (including receipts, invoices, and statements) must be securely stored for a minimum of **seven (7) years** in line with audit and legal requirements.
-

3. Funding

- **Quotation and Approval:**
 - All school funding requests must be supported by detailed, itemised quotations.
 - Lump-sum or general funding approvals will not be granted without quotation.
 - **Submission Deadline:**
 - Funding requests must be submitted at least **two weeks prior** to a scheduled P&C meeting to allow proper review by the Executive Committee.
 - **Receipts and Reconciliation:**
 - The school must provide receipts and supporting documentation for all P&C-funded items.
 - Any reconciliation issues must be addressed in consultation with the school to maintain transparency.
 - **Governance:**
 - All funding decisions must be clearly documented and traceable.
 - The Treasurer must maintain a complete audit trail for all transactions.
-

4. Expenditure

- **Budgeting and Oversight:**
 - All expenditure—especially for events or fundraising—must be based on a **pre-approved, itemised budget**.
 - Expenditures that fall outside the approved budget must be re-approved by the full committee.
 - Funds must be managed and spent efficiently to ensure maximum value for money and the responsible use of resources.
- **Spending Authority:**
 - The Executive Committee may approve expenditures of up to **\$500** by majority agreement.
 - Expenditures over \$500 must be approved by vote at a general meeting and recorded in the minutes.
- **Between-Meeting Spending (Round Robin):**
 - In urgent cases, spending may be approved via written communication to all paid members. This requires:

- Majority Executive approval, and
 - Support from at least **three paid-up non-Executive members**
 - These transactions must be reported at the next general meeting.
 - **Event Expenditure:**
 - Major event budgets must be **pre-approved by the office bearers** (President, Vice President, Secretary, Treasurer).
 - Once approved, spending may proceed without individual item sign-offs, provided the budget is not exceeded.
 - The event owner and Treasurer must jointly monitor spending.
 - A **post-event profit/loss statement** must be shared with members.
 - **Temporary Prepayments:**
 - P&C may approve short-term prepayments for deposits or expenses (e.g. graduation venues, yearbooks) where reimbursement is expected. These do not require a separate vote if they clearly align with P&C purpose.
 - **Emergency Expenditure:**
 - Emergency spending within Executive discretion must be reported to the full committee at the earliest opportunity.
-

5. Subcommittees and Use of Funds

- **Expenditure Pre-Approval:**
 - Subcommittees must seek **P&C general meeting approval** before committing to any expenditure (If under \$500 approval from executive committee).
 - **Ownership of Funds:**
 - All funds raised under the P&C name—including by subcommittees—are the property of the P&C.
 - Subcommittees may **recommend** how funds should be used, but decisions rest with P&C members.
 - No subcommittee may independently allocate, commit, or spend funds without P&C approval.
 - **Executive Approval of Operational Costs:**
 - For fundraising or event-related logistics, the Executive may approve relevant expenses (e.g., permits, supplies) within normal spending limits.
 - **Revenue Collection and School Involvement:**
 - The school must not hold P&C funds.
 - If the school assists with fund collection (e.g. through booking platforms), it must provide a full breakdown of revenue and receipts to the Treasurer.
 - All income and expenditure must be recorded in the P&C's central accounting system.
-

6. Responsibilities and Governance

- **Treasurer's Responsibilities:**

The Treasurer is responsible for:

- Overseeing financial compliance
- Keeping all receipts and documents for at least 7 years
- Maintaining account access and signatory information
- Ensuring accurate and timely reporting

- **Annual Attestation:**

These principles must be circulated annually. The Treasurer must attest to compliance as part of the **Treasurer's Annual Report** presented at the AGM.

- **Policy Amendments:**

Any proposed changes to these principles must be voted on at a general meeting by the P&C members.

7. Collaboration with the School

- **Initial Budget Briefing:**

Upon election, the P&C Executive should meet with the principal to gain an understanding of the school's budget and priorities for the year. This helps ensure alignment and prevents P&C funds from being used to replace core school funding responsibilities.

- **Request for Budget Involvement:**

The P&C should request to be involved in relevant school budget discussions, particularly where P&C funding may be allocated. While this participation is not mandated by law, the NSW Department of Education encourages consultation with P&C bodies through the *School Excellence Policy* and the *Local Schools, Local Decisions* framework as a matter of best practice.

- **Alignment of Priorities:**

The P&C and school should work collaboratively to identify shared goals. P&C spending should support areas of need, identified in partnership with school leadership.

- **Oversight of P&C-Funded Initiatives:**

For any initiative funded by the P&C, the school must provide itemised receipts or evidence of how funds were spent. This is particularly important for large or multi-phase projects.

- **Ongoing Communication:**

Regular, respectful dialogue between the P&C Executive and the principal is critical to maintaining financial integrity and effective collaboration.

Appendix B

Balmain Public School Parents and Citizens' Association

Conflict of Interest Policy (2025)

1. Purpose

The purpose of this policy is to help Executive members of **Balmain Public School Parents and Citizens' Association (BPS P&C)** to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of **BPS P&C** and manage risk.

2. Objective

The **BPS P&C Executive committee** (called the 'executive' in this policy) aims to ensure that executive members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of **BPS P&C**.

3. Scope

This policy applies to the executive members of **BPS P&C**. This comprises of five Office Bearers and up to six other members, representing sub-committees or essential roles for P&C functions).

4. Definition of conflicts of interests

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the P&C.

Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder).

It also includes a conflict between an executive member's duty to **BPS P&C** and another duty that the executive member has (for example, to another association). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the P&C.

Therefore these situations must be managed accordingly.

5. Policy

This policy has been developed to address conflicts of interest affecting **BPS P&C**.

Conflict of interest are common, and they do not need to present a problem to the P&C as long as they are openly and effectively managed.

It is the policy of **BPS P&C**, as well as a responsibility of the executive, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to **BPS P&C**.

BPS P&C will manage conflicts of interest by requiring executive members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

5.1. Responsibility of the executive

The executive is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the P&C
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The P&C must ensure that its executive members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

5.2. Identification and disclosure of conflicts of interest

Once an actual, potential or perceived conflict of interest is identified, it must be entered into **BPS P&C's** register of interests, as well as being raised with the executive.

If all executive members have the same conflict of interest, **BPS P&C** must consider whether it is still able to comply with the ACNC Governance Standards, especially Governance Standard 5, while taking reasonable steps to ensure that its executive members are subject to, and comply with, the relevant duties.

BPS P&C may:

- obtain professional advice,
- consider whether there are any relevant exceptions in its governing document or legislation,
- consider whether it is appropriate for members to pass a resolution in a general meeting,
- consider appointing new executive members; and
- note that its executive members may consider whether they can continue in the role.

Where every other executive member shares a conflict, the executive should refer to ACNC Governance Standard 5 to ensure that proper disclosure occurs.

The register of interests must be maintained by the P&C President or Secretary. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

6. Action required to manage conflicts of interest

6.1. Conflicts of interest of executive members

Once the conflict of interest has been appropriately disclosed, the executive (excluding the executive member who has made the disclosure, as well as any other conflicted executive member) must decide whether or not those conflicted executive members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a executive member from regularly participating in discussions, it may be worth the executive considering if it is appropriate for the person conflicted to resign from the executive.

6.2. What should be considered when deciding what action to take

In deciding what approach to take, the executive will consider:

- whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- the P&C's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the P&C.

The approval of any action requires the agreement of at least a majority of the executive (excluding any conflicted executive member/s) who are present and voting at the meeting.

The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

7. Compliance with this policy

If the executive has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the executive may take action against them. This may include seeking to terminate their relationship with the P&C.

If a person suspects that an executive member has failed to disclose a conflict of interest, they must discuss with the person in question, notify the executive, or the person responsible for maintaining the register of interests.

Contacts

For questions about this policy, contact the P&C executive by email: balmainpspc@gmail.com.

Appendix C

Due Diligence Briefing Document: Eaton Centre OOSH

1. Objectives

The due diligence process aims to:

- Assess the operational, financial, legal, and regulatory compliance of the Eaton Centre OOSH service.
 - Identify risks, liabilities, and opportunities associated with the service.
 - Inform decision-making regarding acquisition, integration, or continued service delivery.
 - Ensure compliance with NSW Department of Education OOSH licensing requirements and relevant child protection standards.
-

2. Scope of Due Diligence

The following areas will be reviewed:

Operational

- Current enrolment numbers and capacity
- Staffing structure and qualifications
- Policies and procedures (child protection, health & safety, behaviour management)
- Parent engagement and communication practices
- Service delivery model (Before/After school care, Vacation care)

Financial

- Income and expenditure reports for the last 3 years
- Fee structures and billing systems
- Outstanding debts or liabilities
- Grants and funding sources (e.g., CCS eligibility, council funding)

Legal & Compliance

- Licensing status and recent regulatory assessments
- Child protection compliance (WWCC, mandatory reporting)
- Insurance coverage
- Incident reports and complaints register

Property & Facilities

- Lease or usage agreements for premises
- Facility condition, equipment inventory, and maintenance records
- Accessibility and safety compliance

3. Roles and Responsibilities

Stakeholder Responsibility

Project Manager Michael Reshko

4. Key Deliverables

- Due Diligence Checklist (see appendix)
 - Summary Report of Findings and Risk Register
 - Recommendation Paper (Go/No-Go or Conditions for Proceeding)
-

5. Timeline

Task	Target Date
Kick-off Meeting	19 June 2025
Data Request Issued to Provider	1 July 2025
Document and Site Review Completed [Insert Date]	
Stakeholder Interviews (if applicable)	31 August
Draft Report Completed	[Insert Date]
Final Report and Recommendation	20 September 2025

6. Risk Considerations

- Lack of transparency or incomplete records
 - Non-compliance with licensing standards
 - Financial instability or declining enrolments
 - Reputational risk from past incidents or complaints
-

7. Communication Plan

Regular updates will be shared with the P&C committee. All findings requiring urgent attention will be escalated immediately.

Appendix

- Draft Due Diligence Checklist
- List of Required Documents
- Contact List for Key Stakeholders

Due Diligence Checklist – Eaton Centre OOSH

Legal & Regulatory Compliance

- Current OOSH Service Approval and Provider Approval documents
 - Copy of NQF/NQS assessment and rating report
 - Most recent regulatory compliance visit report
 - Incident and complaints register (last 2 years)
 - Valid Working With Children Checks (WWCC) for all staff
 - Mandatory reporting policy and recent training logs
 - Child protection, complaints handling, and grievance procedures
 - Current insurance policies (public liability, professional indemnity, workers comp)
-

2. Financial Records

- Audited financial statements (past 3 years)
 - Profit and loss, balance sheet, and cash flow reports
 - Budget forecasts and fee schedule
 - List of outstanding debts or liabilities
 - Records of subsidies and funding (e.g., CCS, Inclusion Support)
 - Payroll summaries and staff entitlements
 - Asset register (equipment, technology, etc.)
-

3. Operations & Governance

- Organisational structure and management roles
 - Current enrolment numbers and historical trends
 - Waitlist data and enrolment projections
 - Operating hours and service model (Before/After school, Vacation care)
 - Parent handbook and enrolment form templates
 - Staff handbook and code of conduct
 - Board or committee meeting minutes (if not-for-profit)
-

4. Human Resources

- Current staff list with positions, qualifications, and start dates
- Contracts or letters of offer for each staff member
- Records of staff training and professional development
- Staff rosters and ratios (sample for each service type)
- Staff performance review and induction processes
- Any known HR issues or disputes

5. Facilities & Assets

- Copy of lease or site usage agreement
- Floor plan of service and designated OOSH areas
- Building compliance certificates (fire, electrical, safety)
- Maintenance schedule and reports
- First aid kits and emergency equipment check logs
- Inventory of toys, learning resources, and digital tools
- Accessibility audit (if available)

6. Policies & Procedures

- Full suite of service policies and procedures, including:
- Enrolment and attendance
- Behaviour guidance
- Risk assessment and excursion planning
- Sun protection, nutrition, and health
- Medical management (asthma, anaphylaxis, allergies)
- COVID-19 safety (if applicable)
- Review dates and version control for all documents

7. Risk Management

- Risk register for current operations
- Emergency and evacuation plans and drills (evidence of practice)
- Incident reports (injuries, near misses)
- Cybersecurity and data privacy protocols
- Business continuity or succession plan (if applicable)

List of Key Documents Required

1. Legal & Regulatory Compliance

- Current **Service Approval** and **Provider Approval** certificates
 - Latest **Assessment and Rating Report** (ACECQA/NQF)
 - Copies of any **compliance breach notifications** or **penalty notices**
 - Register of **critical incidents**, **complaints**, and **reportable events** (past 2–3 years)
 - **Working With Children Check (WWCC)** verification records for all staff
 - Current **insurance certificates** (public liability, workers' comp, professional indemnity)
 - Copies of all **permits or licenses** relevant to operations
 - **Child Protection policy** and evidence of mandatory training compliance
-

2. Financial Documents

- **Audited financial statements** (past 2–3 years)
 - **Profit & Loss**, **Balance Sheet**, and **Cash Flow** reports (most recent)
 - **Fee schedule** and current billing policies
 - List of **debts**, **liabilities**, and **aged debtor reports**
 - Details of **funding or subsidies** (e.g., CCS remittance, council grants)
 - **Staff payroll summaries**, superannuation payments, and entitlements
 - **Asset register** including depreciated value of equipment
-

3. Operational Documentation

- Organisational **structure chart** and staff role descriptions
 - Current **enrolment numbers**, demographics, and waitlist figures
 - Sample **enrolment forms**, parent agreements, and parent handbook
 - Copies of **daily rosters**, attendance records, and room allocations
 - Current and historical **program plans** for Before/After School and Vacation Care
 - **Incident and accident reports** (last 12–24 months)
-

4. Human Resources

- List of current **employees** (names, positions, start dates, qualifications)
- **Employment contracts**, enterprise agreements, or award conditions
- Staff **qualification and training records** (first aid, child protection, etc.)
- Records of **induction**, **performance appraisals**, and **disciplinary actions** (if any)
- Copies of **volunteer agreements** or external contractor arrangements

5. Policies & Procedures

- Full suite of **service policies and procedures**, including:
 - Behaviour management
 - Health, hygiene, and illness
 - Supervision and child safety
 - Excursions and risk management
 - Sun safety, nutrition, and inclusion
 - Medical management (asthma/anaphylaxis)
- **Version control log** for all policies

6. Facilities & Lease

- Current **lease agreement** or site usage permission (with expiry date)
- **Floor plan** of the premises
- Recent **site safety audits** or compliance certificates (e.g., fire, electrical)
- **Maintenance logs** and any outstanding building issues
- Inventory of **furniture, toys, digital devices**, and educational materials

7. Technology & Data

- Software used for:
 - **Child enrolment and bookings**
 - **Attendance tracking**
 - **Billing and CCS claims**
- **Cybersecurity protocols**, data protection policy, and storage of sensitive data
- Access credentials (to be handed over only after contract signing)

8. Governance & Communication

- Committee or board **meeting minutes** (last 12 months), if applicable
- **Strategic plan** or business plan (if available)
- Copies of any **MOUs or partnership agreements** with schools/councils
- Examples of **parent communication** (newsletters, emails, surveys)
- Any media or public relations materials used to promote the service



Key Contacts

Director ESC Xavier Graeves

Responsible Persons

President ESC

Vice President ESC

Treasurer ESC

Other committee members

Champ Enterprises

Appendix Di

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	Installing blinds - 5/6E classroom
Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i>	Blinds are requested for one of the rooms in the Treehouse - Mr Elix's classroom 5/6E. Wynstan have provided a quote for installation of 3 roller blinds on 3 June (see attached)
Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i>	Submitted by Trista Rose on behalf of Mr Elix
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>	\$840 (inclusive of GST)
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>	Possibly if ongoing maintenance is required.
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>	No
Is there any further information you would like to add?	No

[illegible]

Appendix Dii

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:	Library Books
Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i>	The funding of books for the library is of benefit to all the students in our school. New books give them opportunities to explore new worlds and ways of thinking.
Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i>	Margy Whelan
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>	\$3000.00
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>	The library requires ongoing funding. Books get old and damaged. New books come along that the children want to read.
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>	I would appreciate the fund quickly so that we have the books on the Short List for Book Week
Is there any further information you would like to add?	Our library has a good collection which benefits from the generosity of the P&C. I thank you for all you contribute to the reading habits of our students.