

P&C June General Meeting Minutes

Date: Wednesday 4 June 2025

Time: 7:01pm - 8:31pm

Location: The Royal Oak Hotel (upstairs) or online via Zoom Meeting

Attendees:

BPS Exec: Maria Lambos (ML), Rose Reedy.

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

P&C Members: Shona Macleod (SM), Jennifer Widjojo (JW), Rick van der Zwan, Renate Harris, Tony Harris, Suzanne Kennedy, Briedy Mahar.

Other: Michael Reshko

Apologies: Sarah Spencer, Tara Smith, Emma Bull, Ira Alvarez, Emma Archibald, Amanda Pittman.

	Agenda	Who	Minutes
1.	Welcome and introduction	Trista Rose / Amy Simpson	<ul style="list-style-type: none"> • Ratification of the May meeting minutes by JW. • Apologies noted. • Correspondence; <ul style="list-style-type: none"> ◦ Thanks to Emma Archibald for informing that a whiteboard demo is currently underway. ◦ Rose Reedy and some parent volunteers are investigating having an external provider come to the school to discuss bullying and kindness. ◦ Wynstan has provided quotes for blinds to be repaired in classroom 5/6E. <p>ACTION: prepare funding request for next meeting.</p> • Outstanding action items from previous meetings: <ul style="list-style-type: none"> ◦ Still a couple of windows downstairs in main building which don't stay open. <p>ACTION: Maria to follow-up with Ken from Assets to redo the glass panes so they are not too heavy for the counter weights.</p> ◦ Financial management principles to be updated – see section 5 below. ◦ Applying to be on the ACNC charity register for tax deductible status. <p>ACTION: Amy working on application with Exec and support from Sarah Spencer. This won't be finalised before 30 June EOFY.</p>

			<ul style="list-style-type: none"> ○ Coordination of calendar of events between Performing Arts Sub-Com, Year 6 fundraising and Ira/ Tracy. ACTION: Advertise the extra-curricular activities / events on the school website. ○ Review of NAPLAN results for BPS ACTION: to continue discussions on results tracking, rankings and measures put in place when 2025 results are available. ○ Eaton St Center Due Diligence – See section 8 below.
2.	Principal's Report	Maria Lambos	<p>Comms</p> <ul style="list-style-type: none"> • The school will be transitioning to <i>School Bytes</i>, which has been bought out by <i>Compass</i>. Details will be shared with the community shortly, in preparation for this. In Week 8, there will be a few days where no payments can be made by families, as the finance transition/cutover is made. <p>Student Leaders' Blazers</p> <ul style="list-style-type: none"> • The school has ordered 15 x blazers, with the school's logo, to be used at official events. Once we receive the invoice, a Sales Order will be created for payment by the P&C. With the school making purchases, the P&C save paying GST. This can only be done for school purchases, such as resources. We are unable, for example, to purchase uniform stock on the P&C's behalf. <p>Technology update</p> <ul style="list-style-type: none"> • Chromebooks – 30 have been purchased at the cost of \$18,442.80 (ex GST) and are already in use on the top floor of the main building. A Sales Order will be issued to the P&C for payment. • Interactive Whiteboards (IWB) - A decision has yet to be made on the type of IWB to purchase, as we have only had one company bring out a sample. Once we've looked at a couple more, we will come back to the P&C with the board we feel is most suitable. <p>Monies collected by the school on behalf of the P&C</p> <ul style="list-style-type: none"> • Historically, from 2018, the P&C requested that the school collect an IT Levy on behalf of the P&C, with the amount annually set by the P&C Executive. This has been done as a separate line of the 'School Resource Fee' and into an IT Levy Internal Order (IO). Balances have been reported at each P&C meeting and agreed IT purchases made from these funds. These monies, until recently, were held in the 'School & Community Sources' fund code. • In 2025, our current P&C Exec requested that a new 'P&C Tech and Resource Contribution' of \$260, be included as a separate line, rather than the previous 'IT Levy'. A new Internal Order was created to reflect this. • Although Jenni's role involves day-to-day finance, using the DoE's SAP platform, it is overseen centrally, by

EdConnect. One of our EdConnect Finance Specialists, looking at the balances of the IT Levy to report back to the P&C, has picked up that monies collected by the school for the P&C should actually be placed into a 'Monies Held on Behalf of Third Parties' fund code, alongside charity fundraising etc, rather than the 'School and Community Sources', as it is the only mandatory internal order with a balance forward. This has been organised through EdConnect and the P&C were asked to issue the school with an invoice for \$86,357.29 on 15/5/25, which included \$36,675 (2025 P&C Tech & Resource Contributions) and \$49,682.29 (balance of IT funds throughout the period of 2018-2025, once revenue and expenses were filtered. A spreadsheet with these figures has been forwarded to the P&C. Jenni finalised copying all the invoices for the IT expenses over this period this afternoon and has since been picked up by the P&C.

- The P&C were sent an updated 'School Actual Detail Report' this afternoon, upon their request, which, moving forward, will occur at the end of each month. The IO now shows a balance of \$88,957.29, which is an additional \$2,600 that has been paid by families into the 2025 P&C Tech & Resource Contribution IO, since 15/5/25. The school is waiting on an invoice from the P&C requesting this new amount, so that funds can be issued back to the P&C.

Moving forward:

- What does having P&C funds in the 'Monies Held on Behalf of Third Parties' fund code mean? It is purely a 'monies in, monies out' IO eg we fundraise for the Cancer Council – monies collected will immediately go back to the Cancer Council. In terms of the P&C, as it would be difficult for the P&C to issue an invoice each day the contribution is paid, it has been suggested that, at the end of each month, the procedure will involve Jenni sending the P&C a detailed report of the month's revenue collected. The P&C is then to invoice the school for those funds to be paid into the P&C account. Note: the school is unable to purchase any items using these funds, eg the Chromebooks purchase approved at the last meeting, even if the P&C request us to do so.
- All future P&C-approved purchases will require Jenni to organise a Sales Order to the P&C for payment. We will wait until we have ordered the item and have received the ex-GST invoice, before issuing the Sales Order to the P&C
- Should the P&C exec wish to come in and discuss this more intrinsically, we are more than happy to organise a suitable date/time to do this
- Additionally, we invite the P&C Exec to a monthly finance meeting, to discuss the school's finances, budgeting and spending.

3. Treasurer's Report

Sauvik Banerjee

Monthly Cash Balance

Particulars	Jan'25	Feb'25	Mar'25	Apr'25	May'25
Opening cash balance	126,493	129,093	130,638	118,294	124,905
Add: Amount received - Net	2,600	2,226	1,604	7,812	12,383
Less: Payments - Net	-	(681)	(13,947)	(1,201)	(20,477)
Closing balance	129,093	130,638	118,294	124,905	116,811

May activity:

- As of 31st May, our cash balance is \$116,811.
- Inflows (\$12,383) came from Election Day BBQ and Mothers' day fundraisers, as well as the uniform shop.
- Expenses (\$20,477) related to reimbursements for the fundraising events, and \$18,423 for the purchase of 30 laptops.

Jennifer Widjojo informed that invoices for the Choral Director will be sent at the end of each term.

4. Positions Vacant

Trista Rose

The P&C acknowledges all the hard work and time contributed by two members who are standing down from their roles. Small gifts of appreciation will be organised shortly.

Phil Chaplain has stepped down as Vice President. He has been instrumental to supporting IT resources for the school, maintaining the website, collecting air quality data, and starting the due diligence framework for the Eaton Street Centre transition, among other things.

Thanks to Rafaela Kohler who is stepping down from the uniform sub-committee after serving for 3 years.

P&C roles elected as follows:

			<ul style="list-style-type: none"> Vice President: Rick van der Zwan (self nominated, seconded by SB). Majority vote in favour. Lead - Eaton Street OOSH Due Diligence & Transition: Michael Reshko (self nominated, seconded by TR). Majority vote in favour. <p>Uniform Shop Liaison (Informal position) will be filled by Nuala Collins who is already on the uniform sub- committee.</p>
5.	Financial Management Principles	Trista Rose	<p><u>P&C IT Levy Update</u> Since 2018, the school has collected the P&C IT Contribution (formerly known as the P&C Levy) directly from parents to fund IT-related needs. In 2025, this contribution was repurposed as the IT and Resources Fee, to reflect the anticipated requirement to accumulate significant funds for upcoming air conditioning projects.</p> <p>Following a recent request for information regarding the carryover balance of this fund, the school has informed the P&C of discrepancies in the recorded amounts dating back to 2018. The P&C has been advised that these inconsistencies are attributed to issues within the school's accounting system.</p> <p>Initially, the P&C was advised that the carry forward balance into 2025 was \$0. After a request for reconciliation, we have been advised of a discrepancy of \$49,682 in parent contributions between 2018 and 2024—funds that had previously gone unaccounted for.</p> <p>As of today, we believe the total balance stands at \$88,957.29. This figure does not yet account for the recent purchase of 30 laptops for \$18,422.80, leaving an unverified balance of \$70,534.49.</p> <p><u>Request for Clarification</u> In response to this discovery, the P&C has formally requested the school to provide:</p> <ul style="list-style-type: none"> All financial statements and receipts related to the IT levy/contribution from 2018 onwards. A written explanation detailing: <ul style="list-style-type: none"> How the discrepancy occurred. What measures will be implemented to prevent such errors in future. <p>While we have received paper copies of some receipts, we have not yet received comprehensive financial statements that reconcile the full income and expenditure of parent contributions over this period.</p> <p>In parallel, the P&C has made a separate request to EdConnect to obtain this financial information directly.</p> <p><u>Next Steps</u></p>

			<p>In the interest of transparency and sound governance:</p> <ul style="list-style-type: none"> • The P&C will commission an independent audit once all documentation has been received. • We will update our financial management principles based on the outcomes of this review. • Additional revisions to financial policies will be made in line with our ongoing application for registration with the Australian Charities and Not-for-profits Commission (ACNC). • Governance rules for subcommittees will also be reviewed and updated accordingly. <p>Once the reconciliation is complete, the P&C will propose a motion to reallocate the recovered funds to support our air conditioning initiative. This will repurpose the \$49,682 to a provision for air conditioning. This will be brought to the P&C for a vote once we have been able to conduct an independent audit.</p> <p>Updating of Financial Management Principles AS summarised that updates to be drafted during June will cover;</p> <ol style="list-style-type: none"> 1. Revenue raised from fundraising, events, donations and raised or handled by subcommittees are, for all purposes, funds of the P&C Association. 2. All revenue collected is to be held and managed by P&C, including contributions which are collected by the school. 3. Full statements and expenditure reports on funds raised in name of P&C need to be provided to P&C for transparency and governance, within set timeframe. 4. Updating policy to align with requirements for ACNC application
6.	Cooling Initiative sub-committee update	Shona Macleod	<p>Subcommittee recently met on 21 May – <i>See Appendix A</i></p> <p>Switchboard upgrade</p> <ul style="list-style-type: none"> • Switchboard upgrade planned on athletics carnival 19 June (weather dependant) for buildings B & C (treehouse / canteen and old art room), • Upgrade for building A (main 3 story building) will be conducted in July school holidays. • Unsure if asbestos in ceilings and switchboard boxes – this may impact installation. <p>Quotes and process</p> <ul style="list-style-type: none"> • Updated quotes received from Frost air (independent) ~\$240k ex GST, and Forbes air (quote through DoE Assets) ~260k ex GST, now include installation of AC in all classrooms. • Cooling sub-committee have written to Assets (Via ML) requesting a meeting to clarify procedure, if we can use our independent provider, timelines etc – request has been elevated to Ken’s supervisor.

			<ul style="list-style-type: none"> Unsure if heritage issues will impact AC installation as the units need to be installed inside the buildings and not visible. <p>ACTION: ML / Ken from Assets to provide in writing the DoE process and policy for moving forward with a project, inclusive of requirements for depositing funds in a trust account as pre-payment of works, total amount needed including contingency funds, timelines etc.</p> <p>ACTION: SM to begin application for heritage impact statement</p> <p>Lobbying and fundraising</p> <ul style="list-style-type: none"> Anthony Albonese and Tanya Plibersek's offices are writing to parliament in support for request for air con. Awaiting information from Prue Carr's Ministry of Education office. Kobi Shetty has created a petition on behalf of school – asking Govt for financial support to install air con. Waiting for wording to be finalised before launching. Considering current P&C fund balance, we need to fundraise ~\$80k by October, in order to install by summer 2025. AC fundraising plans include movie night, family fun day, reallocation of previously collected IT contributions, request for donations from parents/community, sausage sizzles, Community Building partnership grants etc. If full balance cannot be raised in time, there may be a possibility to stage the installation, however this is not recommended by sub-committee due to likely increased costs and impact to school operations. <p>ACTION: P&C exec to clarify exact balance currently available for AC installation, so fundraising campaign has clear target \$ amount.</p> <p>ACTION: SM to meet with Kobi Shetty next week to finalise petition.</p>
7.	Performing Arts Sub-committee update <ul style="list-style-type: none"> Funding request for choir activities 	Jennifer Widjojo	<ul style="list-style-type: none"> Performing Arts Subcommittee (PAS) has been operational for 2 months – <i>See June report in Appendix B.</i> 100 students currently part of junior and senior choirs. Thanks to Ms Lyndon and Ms Walsh assisting junior choir. 12 members of BPS in concert band (Year 3-6), combined with Nicholson St PS. Long term objective is for Balmain PS concert band at our school. 9 parents have completed Expression of Interest for children to join a string ensemble. Training band – for kids who have just started playing – planned to start next year. Aiming to set up private instrument tuition at school.

			<ul style="list-style-type: none"> Working bee scheduled on Sunday 22 June – to tidy up/survey bongos and xylophones, create storage and maintenance systems. <p>Planned performances</p> <ul style="list-style-type: none"> End of Term 2 performance: Tuesday 1 July, 9am under COLA. Choirs and concert band will perform. Performance at Balmain Hospital - date TBC. Family fun day. Annual showcase performance (7 or 14 November) likely venue at Sydney Secondary College, Rozelle. Looking into lighting, AV etc. <p>DECISION: Funding request for piano tuning, and cover (<i>See Appendix C</i>). Resolution for \$297 for tuning, plus purchasing a waterproof cover for piano passed by majority vote.</p>
8.	Eaton Street Centre transition update	Amy Simpson	<ul style="list-style-type: none"> Quotes for accountants to conduct financial review obtained / in progress. Framework of questions and priority investigations drafted. Awaiting a lead to take due diligence forward. <p>ACTION: TR and Michael Reshko to meet next week for induction to role.</p>
9.	Upcoming Events	Tracy Baving	<ul style="list-style-type: none"> Friday 13 June – Pancake breakfast, to thank Vision PT for sponsoring the family movie night. Parent volunteers will be needed. Friday 27 June – Family movie night, Venue TBD (at school under the COLA or Gladstone Bowling Club). Tuesday 1 July – End of Term performance organised by Performing Arts Subcommittee. Coffee and Pastries to be sold by P&C. Saturday 20 September – Family fun day.
10.	Other business - Environmental initiatives	Trista Rose	<p>Environmental report on behalf of Emma Bull:</p> <ul style="list-style-type: none"> Grants have been submitted to Inner West Council & Sydney Water for the connection of the water tanks to the toilet block and garden irrigation systems. The Gardening Club is looking to apply for Healthy Harold/Bakers Delight garden grant. School (thank you Ms Lambos and Ms Pitman) has registered to be one of the first schools to receive the Inner West Council FOGO (food and organic waste) garbage bins. Planning a (free) Council incursion for environmental warriors on the topics of solar power and recycling

			<p>(thanks Ms Pitman!).</p> <p>Other environmental updates:</p> <ul style="list-style-type: none"> • ML informed that there will be environmental warriors fundraiser on Wednesday 11 June. Gold coin donation with money raised going towards raised community garden bed. • SM suggests looking into Stephanie Alexander garden grant. • Rose Reedy reported school is starting up FOGO bin awareness and use for children.
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Appendix A

P&C Cooling Subcommittee Meeting Minutes

Date: Wednesday 21 May 2025

Time: 7.30pm – 9.30pm

Location: Balmain and Via Teams

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

Apologies: Sam Bolitho

#	Agenda	Who	Minutes
1.	Welcome, introduction, and apologies	SM	<ul style="list-style-type: none"> Welcome and acknowledgement of country SB apology
2.	Review of Previous Meeting Minutes	SS	<ul style="list-style-type: none"> SS directed to the previous meeting minutes of the meetings held on 26 March 2025 in the shared drive SS provided a brief overview of the minutes which the Subcommittee accepted.
3.	Updates	All	<p>MP Responses</p> <ul style="list-style-type: none"> Cooler classrooms program submission still 'under assessment'; Haven't heard an official response from anyone within state government inc Prue Carr despite much effort; Tanya Plibersek alluded to school receiving airconditioning on a needs basis. To date we have no clarity on what the measure of need is. Awaiting meeting to be set up with assistance of Emma Bull (parent). Kobi Shetty has prepared a petition platform for community engagement. SM to meet with her and go over petition plans as well as pose questions for her to put to the minister in Parliament. A general strategy has been established around political outreach; Data being prepared by VP and SM for display in context of cake stall or similar for public/community awareness. The Subcommittee agrees that we need to have certainty around the amount we require to fundraise before we can move forward; VP will work on a fundraising campaign strategy with BM to work on look and feel. To be presented to the P&C Exec; SM undertakes to liaise with Exec to establish the funds available to utilize for this project and also whether a bank account is required to be set up etc. <p>Site and Asset Meetings:</p> <ul style="list-style-type: none"> P&C Fed President has confirmed that DOE Assets will meet with this Subcommittee provided the request comes directly from M Lambos; We now have a quote which was arranged by Assets (Forbes) and one independent quote (Frostair). This Subcommittee needs to sit down with Assets to understand what the next steps are including the expectations around funding and the criteria for eligible service providers etc; There is no website or capability statement for Forbes (quote provided by Assets) and as such we have no ability to undertake due diligence or to understand why the specs quoted are lower; NC to call Forbes and try and clarify some of these points;

			<ul style="list-style-type: none"> The Frostair quote is significantly cheaper and has factored in all of the spaces required, where the Forbes quote has excluded the art room; Frostair has installed in other department schools which suggests they might be a viable supplier option; This group will compile questions to pose to Assets when we are able to meet with them. <p>ACNC Update</p> <ul style="list-style-type: none"> SS has shared guidance with P&C Exec regarding information required to undertake ACNC registration; Amy Simpson has taken on this task and will liaise with SS. <p>Grant Applications</p> <ul style="list-style-type: none"> The P&C will flag when dates are upcoming; The group will consider whether there is a better way to manage this; VP to create a google calendar for submission dates. <p>Passive Cooling</p> <ul style="list-style-type: none"> NC sent through comments from an energy consultant who gave general advice about passive cooling and sustainable energy solutions. Most of the advice was impractical or too expensive in our context. Reinforced the benefit of insulation and potentially whirly gigs; Solar and insulation are highest priority in parallel to air conditioning.
4.	Actions	All	<ul style="list-style-type: none"> VP to prepare data for presentation for community outreach; VP to work on fundraising campaign with BM on look and feel for P&C Exec sign off; SM to establish available funds and bank accounts etc; SM to meet with Kobi Shetty; SS to create document for questions for Kobi to be updated by the group; SM to raise Assets meeting with ML again with P&C Fed Pres confirmation; NC to contact Forbes to get more information on their operation and the details of the quote; SS to liaise with Amy Simpson on ACNC registration; SS to create document and group to compile for questions for Assets; VP to create google calendar for grant submission dates;
5.	Meeting close	All	9.30pm

Appendix B

BPS PERFORMING ARTS SUBCOMITTEE

MONTHLY REPORT, JUNE 2025

Date: 3 June 2025
Author: Tara Smith

BACKGROUND

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.

Until 2024, external provider Directions in Music offered private instrumental tuition, and facilitated concert band, training band and a string ensemble at BPS. At the end of 2024 Directions in Music decided to leave the school, leaving us with no instrumental tuition program or music ensembles.

Driven by the departure of DIM and response from parents in the P&C survey, the P&C have established 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 objectives of the PAS are to:

1. 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.
2. 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).
3. Provide performance opportunities through regular live performances at school assemblies and work towards performances at local community festivals and school eisteddfods.
4. 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.
5. 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.

The status of the PAS priorities for 2025 are outlined below.

PRIORITY 1: Establish Music Ensemble Programs

1. Concert Band

Concert Band rehearsals have successfully been taking place every Friday morning at Nicholson Street PS. 12 BPS students attend each week.

The Band is working enthusiastically towards performances at both schools on Tuesday 1 July.

2. Choir

Choir rehearsals take place on Tuesdays at BPS, led by parent / trained music teacher Tara Smith. Senior Choir rehearses from 8:15am – 9am and Junior Choir at Break A.

Attendance has remained strong with approximately 58 students in Senior Choir and 42 students in Junior Choir – a total of 100 students all together.

Students seem to be very engaged and are singing with gusto! A big thanks to Noelle Lydon and Jill Walsh who give up their time to help with Junior Choir, and a team of parent volunteers who assist with Senior Choir.

Both choirs will be performing at the special music assembly on Tuesday 1 July.

3. String Ensemble

9 BPS students completed an EOI for a potential string ensemble – 2 cello, 2 viola, 5 violins.

Now that concert band and choir have been established, the next priority is looking into re-establishing a string ensemble.

The PAS are currently in conversation with the string tutor from Birchgrove PS to explore whether she might be able to run an ensemble at BPS – or whether we combine ensembles across schools.

It is our aim to try and have something up and running for Term 3.

4. Training Band / Beginner Programs

A longer-term priority of the PAS is to establish a training band program for new / beginner students. To build towards establishing our own band program, we will need to seek opportunities for students to commence learning instruments, so this initiative will be established in conjunction with Priority 2 below.

It was noted that in the EOIs for commencing an instrument, many students identified that they would like to play percussion. The PAS is currently investigating establishment of a junior percussion ensemble at BPS, as a beginner / feeder program for potential training band / instrumental program.

PRIORITY 2: Private Instrumental Tuition at BPS

80% of survey respondents (91 respondents) said they would like their child to learn an instrument.

Before we can establish a training band program, we need to ensure that students have access to private instrumental tuition. Finding teachers and transporting students to and from lessons is often cited as a barrier to learning instruments, and so the PAS is seeking to establish a private instrumental tuition program on school grounds as an extra-curricular opportunity.

It is likely that it will take some time to recruit suitable tutors, however the PAS have commenced working on this strategy and will continue to build towards, with the aim of having private instrumental lessons in key band instruments (woodwind, brass and percussion) by 2026 at the latest.

PRIORITY 3: Drama & Dance Opportunities

The PAS would like to support participation in all performing arts and will be seeking to both support and expand on existing drama and dance opportunities.

Many parents have mentioned the desire for students to participate in drama activities, so the PAS is seeking to support and promote existing co-curricular offerings within the school, and is looking into potential external providers for after school drama programs.

There are currently existing dance opportunities within the school, facilitated by skilled and passionate teachers – including participation in the Wakakirri dance festival – which has over 50 BPS students participating. The PAS will seek to support these programs and help to coordinate communication and performance opportunities as much as possible.

PRIORITY 4: Performances & Events

The PAS will be seeking to facilitate more performance opportunities for students and the community. These will include:

- Termly performances at school assemblies and the Celebration of Learning assemblies
- Performances at community and school events such as Family Fun Day, Christmas Giving assembly, possible community performance in hospitals, aged care etc (as appropriate)
- Establishment of Performing Arts Showcase event

The first music performance for Term 2 has been confirmed for **Tuesday 1 July at 9am**. This will see the combined BPS / NSPS concert band, and BPS Junior & Senior choirs perform for parents and community. Comms will be coming out to parents this week.

The PAS are currently in conversation with BPS school principal and staff about a potential **Performing Arts Showcase** event which would see all ensembles – choirs, band, dance and drama groups – performing in a showcase event in a professional setting. It is likely this will be an offsite event in early – mid Term 4. More details will be communicated soon.

Appendix C

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	Piano Tuning
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>This funding request is to tune the piano in the school hall which appears not to have been tuned for many years.</p> <p>Currently the choral conductor brings her own keyboard for choir rehearsal however it would be fantastic not just for Choir but also for general music programs at school if the piano in the hall could be tuned and therefore better utilised for rehearsals and concerts.</p>
Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i>	Submitted by Jennifer Widjojo on behalf of the BPS Performing Arts Subcommittee
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>	\$297 (\$270 + 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>	While it depends on frequency of use and how well the piano is maintained and cared for, we anticipate that piano tuning will be required at least once every 1-2 years.
Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i>	In the future it is possible that the choir could generate funds through ticket sales to concerts etc.
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>	Not time critical however as choir rehearsals have already started, it would be ideal to be able to use the piano in the hall