

P&C Annual General Meeting Agenda

Date: Wednesday 5 March 2025

Time: 7:00pm - 8:30pm

Location: The Royal Oak or online via Zoom

	Agenda	Who	Duration	Time
1.	Welcome and introduction Confirmation of previous minutes of December meeting Apologies Correspondence	Trista Rose	5 mins	7:00 - 7:05
2.	President's Annual Report for 2024	Trista Rose	10 min	7:05 – 7:15
3.	Treasurer's Annual Report for 2024 - Audited Statement of Income and Expenditure - Appointment of Auditor for 2025	Sauvik Banerjee	5 min	7:15 – 7:20
4.	Principal's Report	Maria Lambos	5 min	7:20 – 7:25
5.	For Decision: Update to BPS P&C Constitution and Rules (Refer Appendix A)	Jennifer Widjojo	5 min	7:25 – 7:30
6.	(Refer Appendix B for description of roles) Election of Office Bearer positions: <i>President</i> <i>Vice President</i> <i>Vice President/Events</i> <i>Secretary</i> <i>Treasurer</i> Election of additional Executive members <i>Business & Community Partner</i> <i>Communications</i> Election of additional Sub-Committee Coordinators <i>Eaton St Liaison</i> <i>Uniform</i> Election of Cooling Initiative Sub-Committee Coordinators <i>Convener</i> <i>Minute Taker</i> <i>4 x General Members</i> Notification of Performing Arts Sub-Committee Coordinators <i>Convener</i> <i>3 x General Members</i>	Maria Lambos	30 min	7:30 – 8:00
7.	Results of P&C survey	Tara Smith	15 min	8:00 – 8:15
8.	Cooling Initiative sub-committee update - <i>Window update – Maria Lambos</i>	Shona Macleod	10 min	8:15 – 8:25



9.	IT and Resource Plan	Phil Chaplin	10 min	8:25 - 8:35
10.	For Decisions: i. Funding request for Library resources (Refer Appendix C - attached) ii. Funding request for Classroom resources (Refer Appendix C - attached) iii. Funding request for Excursion Stage 3	Emma Archibald Trista Rose	5 min	8:35 - 8:40
11.	Other business - OOSH transition Town Hall - Kobi Shetty (Refer Appendix D – below)	Trista Rose		8:40 – 8:40

APPENDIX A – Balmain Public School Parents and Citizen’s Association Constitution (2025)

Section 117 of the Education Act 1990 requires that the (model) prescribed constitution for Parents and Citizens' associations incorporated under the Federation of Parents and Citizens' Associations of New South Wales Incorporation Act 1976, be published by the Minister in the Education Gazette 1 of 2020.

This (model) prescribed constitution is as follows:

1. Name

This body shall be known as the Balmain Public School Parents and Citizens' Association, a body corporate under the Parents and Citizens' Associations Incorporation Act 1976.

2. Object and Functions

The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990, which include:

(i) The objects:

- (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

(i) The functions:

- (a) to report, when requested by the Minister for Education and Early Childhood, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
- (b) to assist and co-operate with the teaching staff in public functions associated with the school;
- (c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Secretary of the Department of Education;
- (d) to assist in any matters in which the Minister may seek the co-operation of the association and to exercise such other functions as may be prescribed by the regulations (under the Education Act 1990).

3. School Staff

The association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the association. The Principal of the school, or the Principal's nominee, shall be a member, ex-officio, of the association and all its committees.

4. Membership

Membership will be open to all parents and carers of pupils attending the school and to all citizens within the school community. The association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the association.

The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the association.

5. Office Bearers

- (a) The executive committee, which shall be constituted of the Officers of the association and up to six other members, shall carry out the decisions of the association. Members of the executive committee shall not

receive any remuneration or other material benefit by reason of their position in the association. A member of the Executive Committee may be removed from office by resolution of the association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.

- (b) The Officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.
- (c) The President shall preside at all meetings except that, in the absence of the President one of the Vice-Presidents shall preside and, in the absence of the President and Vice-Presidents, the committee shall elect a Chairperson.
- (d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
- (e) The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each General Meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another Officer of the association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for the same.

6. Casual Vacancies

Any casual vacancy on the Executive shall be filled by a ballot of the members of the association at any general meeting. A casual vacancy shall have arisen where a member of the Executive Committee:

- (a) dies;
- (b) resigns from the committee by notice in writing;
- (c) ceases to be a member of the association;
- (d) is removed under clause 5(a); or
- (e) has a continuing and long-term incapacity to fulfill the functions of the position.

7. Annual General Meeting

An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting all Officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the association. The audited statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. An auditor for the ensuing year who is not an office bearer of the association shall be appointed. The appointed auditor shall possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. In particular, the auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an officer of the association.

8. General Meetings

A general meeting shall be held at least once during each school term.

9. Special Meetings

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. Holding Meetings and Quorum

- a) Parents and carers of pupils attending the school and citizens within the school community who are not members may attend meetings of the association but are not entitled to attend meetings of the Executive Committee or subcommittees of the association.

- b) Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 10 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of that association but shall not be less than five.
- c) The association will in the usual course hold all meetings of the association at the school or, if the school is not available, at a convenient and suitable location nominated by the Secretary [or, in his or her absence, by another Officer].
- d) If for any reason a quorum at any meeting convened in accordance with paragraph (c) cannot be formed in accordance with paragraph (b) and the rules of the association, the association may hold a meeting of the association at 2 or more venues using any technology that gives the members as a whole an opportunity to participate effectively in that meeting.
- e) All resolutions held during meetings must be voted in favour by a majority of members present at the meeting, i.e. half of members present at the meeting plus one
- f) In any case in which a meeting of the association is held using technology of the kind referred to in paragraph (d):
 - I. notice of the meeting must specify the date, time and details of the technology needed to participate in the meeting;
 - II. a quorum must be maintained for the duration of the meeting;
 - III. any member of the association attending in person or using technology will be taken to be present for the purposes of forming a quorum and for all other purposes;
 - IV. all votes on a resolution must be taken by ballot open to all members physically present at the meeting and show of hands or vote for members present online; and
 - V. the President or other presiding Officer appointed to chair the meeting may adjourn the meeting if there is any failure in technology with a consequence that a resolution cannot be put or the business of the meeting cannot be conducted.

11. Liability

- (a) A member or Officer of the association is not, by reason only of being such a member or Officer, liable to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association.
- (b) The association must effect and maintain approved public liability insurance, unless the association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance, which an association incorporated under the associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

12. Subscriptions

The annual subscription shall be set by the rules but shall not be less than \$2.

13. Subcommittees

- (a) The association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.
- (b) Subject to any direction from the association, all meetings of subcommittees will be conducted on the same basis and subject to the same rules as apply to meetings of the association with any necessary modification appropriate to the functioning of that subcommittee.

14. Dissolution

- (a) The association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Early Childhood, or otherwise at the Minister's discretion.
- (b) The association shall be dissolved if the number of members falls below the quorum or the school to which the association is attached is closed.
- (c) Where the association is dissolved, minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the association. In particular, where the association maintains a deductible gift fund (such as a School Building Fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objectives to the association. Any records given to a kindred organization will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the association, and only after the books of account have been audited as provided under Clause 16. If the association is registered for GST, dissolution shall not be finalized until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the association's Business Activity Statement.
- (d) Where the association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

15. Rule-Making Power

The association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this Constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the association for which a month's notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- (a) at meetings of the association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.

16. Accounts

The funds of the association shall be banked in the name of the association with any institution holding trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the association delegated in that behalf by the association. No commitment shall be entered into for the expenditure of association funds, except by resolution of a meeting of the association. The association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister for Education and Early Childhood.



Balmain Public School Parents and Citizens' Association Rules (2025)

1. These rules are made under the constitution of Balmain Public School Parents and Citizens' Association (The BPS P&C).
2. The P&C Association is formed for the benefit of the students of the school, which will;
 - (a) participate as much as possible in the activities of the school and communicate with all members of the school community;
 - (b) co-operate in the activities of the Federation of Parents and Citizens Associations of New South Wales; and
 - (c) promote the interests of public education.
3. The financial year of the association will close on **31 December** each year.
4. An Annual General Meeting (AGM) must be held once in every Calendar year.
5. The AGM of the association will generally be held in **March** of each year, subject to the availability of the Audit Report and proper, formal notice.
6. The AGM can only take place if the certified financial Audit Report has been completed and is available for presentation. If the Audit report is not available for the AGM then the meeting cannot take place and must be reconvened when the Audit is finalised.
7. The AGM will generally be held in conjunction with and preceding the ordinary general meeting for that month.
8. The agenda of the AGM shall include setting the membership fee of the association for the ensuing year and nominating the person to conduct the audit of the financial records of the P&C Association.
9. The AGM is advertised to the whole school community and all P&C Association Members at least 14 days prior to the meeting. The notice includes a meeting agenda and a list of the positions to be elected.
10. No person will serve more than three consecutive years in the same position.
11. A general meeting of the association will be held on the first Wednesday of each month during term time at 7.00pm.
12. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2.00 to the Treasurer or digitally via the online membership form.
13. Membership will remain current until the close of the AGM in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
14. At a general meeting the quorum will be in accord with Rule 10 of the P&C Constitution
15. All votes on a resolution must be taken by ballot open to all members, in accordance with Clause 10 of the P&C Constitution. A resolution may be adopted, altered or rejected by a majority vote at any meeting of the association.
16. If a meeting for which due notice has been given does not achieve a quorum within 30 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will, call a further meeting and failing that any five members of the Association may call a further meeting with a lapse of not more than 31 days of term time to carry on the business of the association.

17. In the absence of the Secretary the remaining members of the Executive or any five members of the association may call any meeting that is required, giving due notice of the business proposed for the meeting.
18. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly and within the following parameters:
19. All Reports [ie Principal; Treasurer; sub-committees etc] and formal presentations be permitted to finish before questions are asked;
20. Adherence to the P&C Code of Conduct when asking questions;
21. A verbal warning may be given (by the Chair of the meeting) for any code violation;
22. A second verbal warning may be given (by the Chair) for any further code violation plus a warning of potential ejection from meeting should there be any further code violation;
23. A third code violation will lead to the individual(s) being removed from the P&C Meeting.
24. If the individual does not remove themselves from the meeting, the meeting may be closed (by the Chair of the meeting or the Principal).
25. In addition to the provisions of Rule 5(a) of the P&C Constitution, an individual may be removed from a P&C Meeting, or be removed as a BPS P&C Member, on the basis of misconduct, inappropriate behaviour, intimidation and/or persistent code violation. An individual can only be removed as a member by resolution of the association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
26. Each meeting of the P&C Association will be conducted as follows:
 - Welcome and formal opening of meeting;
 - Apologies;
 - Minutes of the previous meeting [Receipt/Amendments/Adoption];
 - Business / Actions arising from the previous meeting Minutes;
 - Correspondence;
 - Reports [including Principals / Treasurer / sub-committees / representative];
 - General Business [motions to put on notice or those already notified to members];
 - Meeting Close.
27. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.
28. A general meeting of the P&C Association may declare any Officer who has been absent for three successive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.
29. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
30. Notwithstanding the provisions of Rule 17, the executive committee is permitted to expend a maximum of \$2,000 in any given calendar month, to a maximum of \$5,000 in any calendar year, subject to approval being granted under circular resolution. Unanimous agreement of all executive committee members has to be obtained for the expenditure to be approved and all approved expenditure is to be reported to the next general meeting.



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31. The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant contribution to the work of the association. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.

APPENDIX B - BPS P&C Association Office Bearers Roles & Responsibilities 2025

Executive Office Bearers:

P&C President

- Main contact between the P&C Committee and the School Principal and establishes a positive and constructive relationship with the school
- Main contact between the P&C Committee and the State P&C Federation
- Chairs and sets the agenda for the monthly P&C meetings
- Ensures the P&C Association's objectives are met
- Actively engaged in the school community and establishes a positive relationship with the school
- Available to assist the school in a representational capacity occasionally throughout the school year
- Ensures all P&C Office Bearers are active within the school
- Has direct contact with all P&C Committee representatives to disseminate P&C related information
- Owner of the P&C strategy document which prioritises P&C spending throughout the year
- Writes and presents the President's Report at the end of each calendar year at the AGM

Treasurer

- Accounting for all funds and assets of the P&C Association
- Keeps an up-to-date financial record of the P&C funds throughout the school year
- Presents a status update of the P&C finances to each monthly P&C meeting
- Prepares budgets for P&C approved projects which are allocated through the monthly P&C meetings
- Collects all monies raised through P&C activities and deposits them in the appropriate P&C bank account
- Ensuring compliance with financial accountability requirements, including financial records
- Ensures insurance is renewed on annual basis
- Organises the addition/removal of cheque signatories with the bank
- Is the final go/no-go gate on financial decisions to ensure the P&C remains solvent
- Signatory to all P&C Association bank accounts
- Organising the annual audit of accounts as required
- Writes and presents the Treasurer's Report at the end of each calendar year at the AGM

Secretary

- Preparation of meeting agendas in conjunction with the president
- Sending notifications of meetings to members
- Drafts meeting minutes and share with the P&C Executive Committee within one week of the P&C meeting
- Distribution of the minutes of the monthly meetings and any extraordinary meetings to members
- Handling and tabling correspondence
- Maintains an annual up-to-date record of new membership and membership renewals
- Collects and disseminates any P&C related mail and correspondence that arrives at the school office [such as the P&C Association letters, bank statements, invoices which may need to be actioned, etc.] to the relevant P&C Committee member
- Maintaining the official records of the P&C Association, including the constitution, by-laws, rules, policies and procedures, ABN details, register of members and meeting attendance

P&C Vice President

- Assists the P&C President as required
- Backup chairperson
- Supporting the president, secretary, and treasurer in their roles
- Shadowing the treasurer and secretary to act as a back-up
- Successfully implements projects related to P&C funding priorities (may involve some grant writing and project management a key skill)
- Assist other P&C executive members where necessary due to constraints of capacity or absence

P&C Vice President (Events Coordinator)

- Assists the P&C President as required
- Supporting the president, secretary, and treasurer in their roles
- Shadowing the treasurer and secretary to act as a back-up
- Owner of the yearly events calendar
- Updates the school community via the school newsletter on upcoming events.
- Liaises directly with the Principal to ensure P&C events do not clash with school activities
- Organises steering committees for each fundraising or school community event
- Ensures that application for insurance cover has been submitted in a timely manner before each event
- Ensures guideline are developed and accessible for key repeating events
- In partnership with the event coordinator, liaises between the school and outside providers [e.g. OOSH, music and dancing class providers] to ensure all are aware of upcoming school functions.
- Actively involved in investigating new/potential fundraising revenue streams

Business & Community Executive

- Identify, build and foster positive connections with the local business and community to gain support and sponsorship for P&C initiatives
- Assist in research and project implementation for key P&C initiatives
- Collaborate with P&C members on specific tasks such as the preparation of grant requests
- Provide project management guidance within the P&C where appropriate

Communications Coordinator

- Support the P&C Executive Committee to communicate in a better & more meaningful way
- Develop, streamline and create messaging through various communication channels, including emails, websites, social media and BPS newsletters/notification via the school principal, as appropriate

Non-Executive Office Bearers:**Uniform Stall Coordinator**

- Represents the uniform stall committee in P&C general meetings
- Is responsible for maintaining a cohesive school uniform, with adequate inventory
- Liaises directly with external providers regarding procurement of school uniform items, and ensures timely payment of all invoices
- Maintains a means by which students can order, view, try on and purchase the current uniform in a timely fashion, and responds to parent enquiries
- Has oversight of the uniform stall bank account to ensure receipt of uniform payments
- Co-ordinates a roster of volunteers to assist with the running of the uniform stall
- Works with the Principal to coordinate voting within the school community should decisions be needed regarding changes to the uniform
- Updates the school community on availability of or changes to the school uniform via the school newsletter or Compass through the Principal
- Works with the P&C to ensure ongoing provision of service

BPS/ESC Liaison

- Is the main contact between Eaton Street Centre OOSH, the P&C and the school community
- Is a member of the ESC Management Committee and point of contact between ESC and BPS staff, BPS parents of children at ESC, and the wider BPS school community. Attends BPS P&C meetings on behalf of the ESC Management Committee.
- Provides BPS P&C with regular updates on ESC enrolments, attendance, news and events.

APPENDIX D - Transitioning Eaton Street Centre to a P&C Service

Parent Community Town Hall

Date and Time: Thursday, 20 March 2025 6pm

Venue: Balmain Public School Hall, Zoom (P&C members only)

Background

The NSW Department of Education has mandated that all parent managed Not-for-Profit Out of School Hours (OOSH) Care Services on public school sites must transition to be incorporated and run by the school's Parent & Citizen's (P&C) Association or the OOSH service will be put out to commercial tender.

Eaton Street Centre, Balmain Public School's after-hours care service falls within the category of parent managed Not-For-Profit OOSH services. Eaton Street's license with the school expires in January 2026. If the Eaton Street Centre is not incorporated under the P&C structure by this time, the school must place the OOSH service up for commercial tender.

The decision about whether to incorporate Eaton Street Centre into the P&C is an important one and rests with members of the Balmain Public School P&C.

How will the decision be made?

The P&C will be asking members to vote on whether to absorb Eaton Street in a two-stage process. Firstly, members will be requested to vote on whether to perform a due diligence assessment of the service. The purpose of the due diligence review is to inform the P&C's decision about taking on the service and operating it as part of the P&C. After the due diligence is presented to P&C members, members will be asked to vote on whether to incorporate Eaton Street Centre under the P&C structure. If members vote in favour, the transition process will commence.

Town Hall

On **Thursday 20 March 2025** the P&C and Eaton Street Centre will be jointly holding a town hall to provide information about the potential transition process, as well as the risks and benefits of operating the service. P&C Members will be asked to vote on the evening whether to proceed with a due diligence process. If, on the evening, members vote against proceeding to a due diligence review, the school will trigger the commercial tender process.

Attendees must be a current P&C member by 19 March at 5pm to qualify to vote. Note, P&C membership is required to be renewed on an annual basis. Click here to become a new member or renew your membership: <https://www.balmainspc.com/join>.

We strongly encourage users of the Eaton Street service to be present at the meeting in person (Noting that you must obtain P&C membership to vote on the evening). A limited Q&A session will be held with Maria Lambos (BPS Principal), Gemma Quinn (CEO, P&C Federation), Jean Mostyn (ESC President), Xavier Graves (ESC Director) and Trista Rose (P&C President).



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Agenda:

6:00-6:05 P&C President Introduction

6:05-6:10 Balmain Public School Principal overview

6:10-6:30 ESC President & Director presentation

6:30-7:00 P&C Federation presentation? (CEO Gemma Quinn)

7-7:20 Q&A

7:20 P&C Members will vote on whether to proceed with due diligence

7:25-7:30 Timeline of next steps (P&C / Eaton Street reps)