



P&C 2025 AGM Meeting Minutes

Date: Wednesday 5 March 2025

Time: 7:00pm - 9:02pm

Location: Royal Oak and Zoom

Attendees:

BPS Exec: Maria Lambos, Emma Archibald, Rose Reedy, Amanda Pitman

P&C Exec: Trista Rose (TR), Sauvik Banerjee (SB), Jennifer Widjojo (JW), Tracy Baving, Yann Le Roux, Kara Martin (KM), Ira Alvarez, Phillip Chaplin

P&C Members: Shona Macleod (SM), Amy Simpson, Briedy Mahar, Mahsa Deravi, Emma Bull, Tara Smith, Virginia Poggio (VP), Sarah Spencer, Irene Lin, Suchi Szczepanski, Kate Gauld, Robert Baumann, Natalia D'Morias, Sans Banerjee, Sam Bolitho, Sarah Seton

Apologies: Renate Harris, Dimitry Brown, Kai Brown, Nuala Collins, Sasja Bouwman-Dekker, Shahida Hillerstorm, Sunnie Zhao

	Agenda	Who	Minutes
1.	Welcome and introduction Confirmation of previous minutes of December meeting Apologies Correspondence	Trista Rose	<ul style="list-style-type: none"> - Apologies noted above - Ratification of P&C December 2024 meeting minutes – deferred for next meeting. <p>ACTION: ratify December 2024 meeting minutes in April</p> <p>Correspondence</p> <ul style="list-style-type: none"> - Kobi Shetty accepted the invitation to a special assembly on 21 March to celebrate Community and Harmony Day and following the successful receipt of the Community Building Partnership (CPB) grant for blinds. Kobi will also meet the environmental ministers to discuss plans for this year. - Woolworths Metro team will also be attending to bring fruit for the children. Woolworths have been a great support of the school in the past year.
2.	President’s Annual Report for 2024	Trista Rose	Refer to Appendix E
3.	Treasurer’s Annual Report for 2024 <ul style="list-style-type: none"> - Audited Statement of Income and Expenditure - Appointment of Auditor for 2025 	Sauvik Banerjee	Refer to Appendix F Rozelle PS appointed as Auditor for 2025

<p>4.</p>	<p>Principal's Report</p>	<p>Maria Lambos</p>	<p>Tonight I join this meeting from Gadigal Country. I acknowledge the traditional custodians and their connection to land, water and community. I recognise the continuation of cultural, spiritual and educational practices of First Nations Peoples. I pay my respects to Elders, past, present and emerging. These lands were, and always will be, Aboriginal land.</p> <p>Congrats & Welcome Many thanks and congrats to our outgoing 2024 P&C team, for their incredible achievements, supported by our wonderful community. It has been a pleasure working with you! A warm welcome to our 2025 P&C Exec team. We look forward to continuing working closely together, as per usual, for the benefit of all our students and school.</p> <p>Air Conditioning Ken, our Assets Manager, was at the school with the electrician & air con consultant last Thursday. He's hoping to have something back next week. As soon as Ken has the quote, he'll send it through. Additionally, Ken has put a nomination in for the electrical board to be upgraded by the DoE through their 'Upgrades and Additions' fund. Apparently, they pick up around 10 projects annually to be done, and this will be right in the mix, as it's one of the things they are looking at this year.</p> <p>External Validation This year, our school will participate in External Validation, an important process designed to help us evaluate and improve the quality of education we provide to our students. During this process, our school will review our practices and achievements against the School Excellence Framework v3, focusing on how well we are meeting educational standards and supporting our students' learning needs. External Validation involves a team of experienced educators who will assess our teaching methods, student outcomes, and overall school performance. Their feedback will help us identify our strengths and areas for growth, ensuring we continue to provide the best possible learning environment for your children.</p>
<p>5.</p>	<p>For Decision: Update to BPS P&C Constitution and Rules (Refer Appendix A)</p>	<p>Jennifer Widjojo</p>	<p>Timely to review and update the BPS P&C Constitution as it has not been updated for a number of years. The constitution is based on the template provided by the P&C Federation with minor tweaks as highlighted.</p> <p>DECISION</p> <p>- for ratification of the BPS P&C Constitution and Rules as per Appendix A, noting</p>

			<p>changes highlighted below: 10e - Majority of members present voting in favour of resolution 10f - Voting mechanism by show of hands/poll (online attendees) 12 - Annual contribution to be not less than \$2</p> <p>Ratification of the update to the Constitution and Rules passed</p> <p>ACTION: publish the updated Constitution and Rules online on the P&C website and create a link from the new online membership form to navigate users to the Constitution</p>
<p>6.</p>	<p>(Refer Appendix B for description of roles) Election of Office Bearer positions: <i>President</i> <i>Vice President/Events</i> <i>Vice President/Business & Community partners</i> <i>Secretary</i> <i>Treasurer</i></p> <p>Election of additional Executive members <i>Special Projects</i> <i>Communications</i></p> <p>Election of additional Sub-Committee Coordinators <i>Eaton St Liaison</i> <i>Uniform</i></p> <p>Election of Cooling Initiative Sub-Committee Coordinators <i>Convener</i> <i>Minute Taker</i> <i>4 x General Members</i></p> <p>Notification of Performing Arts Sub-Committee Coordinators <i>Convener</i> <i>3 x General Members</i></p>	<p>Maria Lambos</p>	<p>P&C Office Bearers elected as follows:</p> <p><i>President - Trista Rose (self nominated, seconded by JW)</i> <i>Vice President - Phillip Chaplin (self nominated, seconded by TR)</i> <i>Vice President/Events - Tracy Baving (self nominated, seconded by KM)</i> <i>Secretary - Amy Simpson (self nominated, seconded by SM)</i> <i>Treasurer - Sauvik Banerjee (self nominated, seconded by JW)</i></p> <p>Additional Executive members elected as follows:</p> <p><i>Business & Community partners - Yann Le Roux (self nominated, seconded by SB)</i> <i>Communications - Ira Alvarez (self nominated, seconded by TR)</i></p> <p>Sub-Committee Coordinators elected as follows:</p> <p><i>Eaton St Liaison (noting this position requires personal Directors liability) - no nominations received</i> <i>Uniform - remain in an unofficial capacity</i></p> <p>ACTION: continue searching for Eaton St liaison role</p> <p>Cooling Initiative Sub-Committee Coordinators elected as follows:</p> <p><i>Convener - Shona Macleod (self nominated, seconded by VP)</i> <i>Minute Taker - Sarah Spencer (self nominated, seconded by SM)</i> <i>4 x General Members - Nuala Collins, Virginia Poggio, Briedy Maher, Sam Bolitho (self nominated, all seconded by SM)</i></p> <p>Performing Art Sub-Committee Coordinators</p>

			<p>ACTION: Performing Arts Sub-Committee by laws to be ratified at next meeting, in addition to the election of the sub-committee members</p> <p>Environmental Associate: Emma Bull has a non office bearer environmental role.</p>
7.	<p>Results of P&C survey</p>	<p>Trista Rose/ Tara Smith</p>	<p>163 respondents (over 50% of families) with a good mix of new and established families and cross stages.</p> <p>Trista Rose and Tara Smith presented an overview of survey results - see Appendix G ACTION: survey results to be shared with the school community</p> <p>There is a high appetite for performing arts and broader extracurricular activities such as languages and sport to be offered on school premises.</p> <p>A Performing Arts subcommittee will be advertised and elected at the next meeting to address the survey results around music and performing arts.</p> <p>Darcy Byrne has agreed to meet with the P&C next week to discuss the possibility of using Gladstone Park grounds for extracurricular activities by third party providers.</p> <p>Extracurricular activities will be pursued alongside the Performing Arts subcommittee. Thank you to Natalia D'Amoribus for championing.</p> <p>The school will need to be involved in planning for extracurricular activities for logistics purposes.</p> <p>ACTION: P&C scope to be outlined as a priority next meeting, to address some of the survey comments.</p>
8.	<p>Cooling Initiative sub-committee update - Window update – Maria Lambos</p>	<p>Shona Macleod</p>	<p>Refer to report - Appendix H.</p> <p>Maria Lambos confirmed that 2 or 3 windows remain inoperable however the majority of windows are able to be opened to provide crossflow.</p> <p>30+ NSW schools that are already approved for A/C under the Cooler Schools program</p>

		<p>are still awaiting installation.</p> <p>ACTION: Sauvik Banerjee to work with the Cooling sub-committee to apply to the ACNC for a separate account to be considered for tax deductible fundraising status for this infrastructure project.</p> <p>Maria Lambos confirmed that as the approved provider by the DoE, Sealy must be used as the A/C supplier, regardless of funding source. Installation may be more flexible.</p> <p>Shona Macleod - Maria has advised the cost is expected to be borne by the P&C for the "future proofed" 450amp switchboard.</p> <p>Ken (from Assets) has nominated the BPS Switchboard Upgrade project as one of ten to be funded by DoE.</p> <p>Shona Macleod questioned a timeframe point for Ken's 'special project' funding.</p> <p>Shona Macleod has been nominated by the P&C as Director for the Sydney electorate of the P&C Federation in a current by-election.</p> <p>ACTION: P&C Exec to check that we are entitled to vote. Local schools to be lobbied ahead of vote.</p> <p>Air quality data and temperature results to be shared with the school community, with context and a call to action.</p> <p>ACTION: Community Action Plan and FAQs to be provided to the P&C, for sharing with the whole school community.</p> <p>DECISION Resolution for \$550 for wifi connection and data for air quality monitors passed by majority vote.</p>
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<p>9.</p>	<p>IT and Resource Plan</p>	<p>Phil Chaplin</p>	<p>Emma Archibald has drafted the IT plan which is under review by Maria Lambos.</p> <p>P&C IT and Classroom Resources contribution being reviewed by this year's P&C Exec Committee noting it is likely that it will need to be raised this year to adequately cover IT, classroom, curriculum and library resources.</p> <p>ACTION: Sauvik Banerjee to open a new bank account for collecting 2025 P&C IT and Classroom contributions.</p> <p>Phil Chaplain highlighted the importance of providing clarity to parents about:</p> <ul style="list-style-type: none"> - what the IT and classroom resource requirements are and how the funds are spent for the current year and lifecycle. - clarity about what the DoE provide <p>Suggestion raised by P&C members to explain equity funding to parents.</p> <p>ACTION: Maria Lambos and Emma Archibald to meet with Phil Chaplin to review 3 year IT requirements and the 2025 P&C contribution.</p> <p>ACTION: P&C to circulate a communication to parents explaining the IT plan, inclusive of family contributions, tech expenditure, requirements and equity funding.</p>
<p>10.</p>	<p>For Decisions:</p> <p>i. Funding request for Library and curriculum resources (Refer Appendix Ci)</p> <p>ii. Funding request for Classroom resources (Refer Appendix Cii)</p> <p>iii. Funding request for Excursion Stage 3 (Refer Appendix Ciii)</p>	<p>Emma Archibald</p> <p>Amanda Pittman</p>	<p>DECISIONS</p> <p>i. Resolution for \$500 for this month's curriculum and library resources passed by majority vote (which will be used for curriculum resources this year).</p> <p>ii. Resolution for \$7,700 for Classroom resources for Semester 1 passed by majority vote. (Art resources are also included this year). To note that Semester 2 request will require a plan for utilisation of classroom resources.</p> <p>iii. Resolution for \$2,400 for bus transport for all Stage 3 students to attend a Giving Back excursion passed by majority vote. Similarly themed incursions/excursions to be investigated by the school for all other stages for equity. Also ties into enrichment activities as noted in the survey.</p>



			P&C has requested that Stage 1 and Stage 2 similarly get access to P&C funded enrichment activities. Good in the Hood has been proposed as a suitable local 'giving back' charity.
10.	Other business - OOSH transition Town Hall (Refer Appendix D – below)	Trista Rose	A Town Hall will be held on 20 March onsite at the school. P&C Fed CEO will be presenting. ESC (OOSH) Director and school will attend. ACTION: Town Hall meeting announcement to be advertised from tomorrow.

APPENDIX A – Balmain Public School Parents and Citizens’ 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.



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 Ci - BPS P&C Association Funding Request Form - Library Resources

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 Resourcing - 2025
<p>Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i></p>	<p>P&C funding for library resources is critical to help ensure the school's library collection:</p> <ul style="list-style-type: none"> - Can adequately support teaching in line with the school syllabus, which has recently changed (K-2 in 2023 and 3-6 in 2024). The Department of Education recommends particular books to support different learning topics and multiple copies are required for classroom use. - Has sufficient variety to encourage children's interest and foster a love of reading, including some picture books that will encourage non-readers. - Is able to meet changing student reading interests (graphic novels and senior picture books are growing categories, for example). - Has the budget to purchase appropriate books for important annual events such as the Premier's Reading Challenge and Book Week. The library does not hold all of the books listed for the current Premier's Reading Challenge, for example. These events are particular motivators to encourage children's reading. - Is able to be renewed in line with reputable book recommendation lists, such as from the Australian Children's Book Awards.
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i></p>	<p>Margaret Whelan, Teacher Librarian; Emma Archibald, Assistant Principal</p>
<p>What amount needs to be funded by the P&C this year? <i>This is the amount that will be allocated in the P&C budget if the project proceeds. Please also include any non monetary support required (e.g. volunteers).</i></p>	<p>\$500 per month for remainder of 2025 (ratified at P&C monthly meetings), contingent on adequate feedback of year to date spend. Books typically cost between \$16-\$35 on average, based on purchases by the school last year.</p>
<p>Is ongoing funding required in future years? <i>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</i></p>	<p>Yes, ongoing library funds are required each year to replenish resources, meet changing student interests, support the syllabus and purchase appropriate books for events, such as the Premier's Reading Challenge and Book Week. There is also attrition of approximately 10% a year due to lost library books.</p>
<p>Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i></p>	<p>Donations of books are sometimes given to the library by the BPS community. A small number of books are also provided by</p>

	Scholastic, by way of vouchers obtained as a result of student purchases.
Is the funding 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>	Yes. The syllabus for various year levels also changed in 2024 and again in 2025 meaning that new book sets are required for each stage. Funding in the short-term is also important to address the time critical needs/activities outlined above, such as recent Syllabus changes, the current Premier’s Reading Challenge and Book Week 2025.
Is there any further information you would like to add?	BPS has appreciated the support of the P&C in 2024 with a large uptake in library books, as well as instructional texts across K-6. We would love to continue this partnership to further enhance student learning outcomes.

APPENDIX Cii - BPS P&C Association Funding Request Form - Classroom Resources

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:	2025 Classroom Resources and Stationery
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 would cover the cost of stationery and other teaching supplies for all classes. Examples of purchases include: resources for hands-on science lessons, whiteboard markers, glue sticks, cardboard sheets, coloured paper, dice, rulers, maths manipulatives etc.</p> <p>**Note: This year this budget would also cover art supplies to teach visual arts in classes.</p>
Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i>	Emma Archibald
What amount needs to be funded by the P&C this year? <i>This is the amount that will be allocated in the P&C budget if the project proceeds. Please also include any non monetary support required (e.g. volunteers).</i>	<p>Now: \$550 per class per semester \$550 x 14 = \$7700</p>
Is ongoing funding required in future years? <i>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</i>	Yes, we would like this to be recurring each semester as it has in the past.
Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i>	Departmental Budgets for stationery and supplies.
Is the funding 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>	Yes, it is already the middle of Term 1 and we have not restocked on supplies. We require resources to teach the new curriculum and to replenish those that are broken or not acquired yet.
Is there any further information you would like to add?	THANK YOU! Having access to the resources helps us to create engaging and hands-on lessons for our students.

APPENDIX Ciii - BPS P&C Association Funding Request Form - Stage 3 Giving Back excursion

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.

<p>Name of Project/ Resource required:</p>	<p>Giving Back excursion for Stage 3 students. \$2400 is required to fund transportation to and from the venue.</p>
<p>Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i></p>	<p>Benefits are for students to learn about connection with community and giving back to those less fortunate. We envision this will help students to see kindness and empathy in action; very important wellbeing and life skills.</p> <p>It supplements our core English unit this term of perspective and context, and understanding varying viewpoints of the world.</p>
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i></p>	<p>Amanda Pitman Stage 3 Assistant Principal</p>
<p>What amount needs to be funded by the P&C this year? <i>This is the amount that will be allocated in the P&C budget if the project proceeds. Please also include any non monetary support required (e.g. volunteers).</i></p>	<p>\$2400 - to cover the cost of the buses (2 buses p/day)</p>
<p>Is ongoing funding required in future years? <i>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</i></p>	<p>No.</p>
<p>Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i></p>	<p>Excursion cost covered by parents.</p>
<p>Is the funding time critical? <i>Would the school miss out on a significant opportunity if this project is not funded immediately? Can the request be included within the school resource fees in the following year?</i></p>	<p>Yes, excursion booked for March 31st and April 2nd.</p>
<p>Is there any further information you would like to add?</p>	

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

NOTICE OF SPECIAL MEETING

Parent Community Town Hall

Date and Time: Thursday 20 March, 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**, 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).

Agenda:

6:00-6:05 P&C President Introduction (Trista Rose)

6:05-6:10 Balmain Public School Principal overview (Maria Lambos)

6:10-6:30 P&C Federation CEO presentation of procedure & outline of legalities (Gemma Quinn)

6:30-7:00 ESC President, Director Presentation (Jean Mostyn, Xavier Graves)

7:00-7:20 Q&A

7:20-7:25 P&C Members will vote on whether to proceed with due diligence

7:25-7:30 Vote results, Timeline of next steps (Trista Rose, Jean Mostyn)

APPENDIX E - BPS P&C President's Report 2024 - Trista Rose

2024 Presidents Report

It is an honour to speak as the president of the incredible 2024 P&C, reflecting on a truly remarkable year. In 2024, we achieved goals that at this time last year didn't seem possible, from organising truly memorable and magic events to raising funds that will enrich our children's education for years to come.

At the start of last year, we set out with the goals of 1) Address our critical technology issues, 2) Make progress on cooling the school initiative and 3) Run the most successful Art Show ever. **I can confidently say we nailed it.**

In March of last year, the school faced a shortage of IT resources, with a ratio of just 1 computer for every 11 students – we did not have enough computer resources to equip a classroom for NAPLAN. With the incredible teamwork between the school, the P&C and the parent community – by June the short-term issues were resolved. We raised an incredible \$61,000 from our colour run of which the net amount of \$36K went directly to the school to address the technology needs. We also benefited from the incredibly generous donation of 100 laptops from Ernst & Young worth over \$130,000. Special thank you to the teachers especially Emma Archibald for embracing the fundraising and your immense enthusiasm – getting slimed is most certainly above and beyond.

In addition to the triumphant fundraising, the colour run was undoubtedly an unforgettable day, hopefully one our children won't forget.

In September, we hosted another incredibly successful Art Show & Family Fun Day. Despite the immense challenges of running such large back-to-back events, the school and P&C again demonstrated the power of teamwork – working closely together to create a magical event that united the school community and children. We were incredibly fortunate to have parents Mitch Cairns and Agatha Gothe-Snape share their expertise, providing a once-in-a-lifetime experience for the school. A huge thank you goes to all the artists who generously donated their works to benefit our children.

There were so many people involved in the Art Show that I could easily spend the next hour naming them all. I'm sorry I'm not able to. While the event raised over \$90,000 in gross revenue, the true magic of the day was priceless. My 5-year-old even described it as the best day of his life, and for me, it was a huge personal success.

Other events we held throughout the year contributed to the feel-good cooperation and community vibe between the school and the P&C. The Halloween Disco was a remarkably profitable event – raising over \$10,000 thanks to Jen's exceptional level of coordination and efforts of volunteers. Other fundraisers had a beautiful community vibe, including Tracy's tulips, the bake sales, the free games – Tracy has demonstrated her true mastery in games and events. Congratulations and thank you to everyone involved.

We had a huge amount of sponsorship over the year with over 80 businesses contributing to the school. A special mention must go to Ray White Rozelle, who have been ongoing sponsors of the school over the last few years, Aussie Home Loans, and Body Ethos.

Importantly, in addition to the fundraising. We invested \$80,000 back into the school which included the technology of course, classroom resourcing, library funding, playground & sports equipment and enrichment programs.

We also made good progress on cooling the school. With the help of a community building partnership grant, all the blinds in classrooms now have windows. The school and the P&C are also now committed to solving our air conditioning needs, with a newly elected subcommittee lead by Shona MacLeod running at full force to get this solved as soon as possible.

The uniform shop again was an incredible contribution both financially and as a community service. While the shop made net \$8000 in 2024 – we had made a conscious decision to keep prices low and unchanged to avoid adding further burden on Balmain parents on costs of living. Thanks to the weekly dedication of the team – Rafaela Kohler, Nuala Collins, and Elizabeth Coffey/Kirsti Williams who have now left the school but been replaced by Charlotte Chaplin, Mahsa Deravi and Junalaine Daw.

The real success of 2024 for me was the incredible sense of community and positive energy that was built throughout the year. The large turnout at last Friday's welcome drinks was a clear reflection of the warmth and support the parents have for our community and the P&C. I'm truly excited to see so many people eager to get involved with the P&C and explore ways to be involved.

I again would like to express a very deep felt thank you to the school, Principal Maria, Emma Archibald, all the teachers and support staff plus the entire school community and sponsors who have contributed to make this year a success.

Especially would like to thank the incredible P&C Executive team who are so incredibly and selflessly dedicated to the interests of the children at Balmain Public School – Kara Martin, Jen Widjojo, Sauvik and Sans Banarjee, Tracy Baving, Yann Le Roux, Ira Alvarez and Phil Chaplin – plus our newly electing cooling subcommittee of Shona, Sarah, Virginia, Nuala, Briedy and Sam.

Special acknowledgement to Kara Martin and Jen Widjojo who are stepping down from their roles. Thank you for all your efforts and support.

As I reflect on the success of the past year, I can't help but feel excited for what lies ahead for our children. There are already great efforts towards rebuilding our choir, music program, environmental program and extracurricular activities. With the continued support of our incredible community, the enthusiasm of parents and the passion of the P&C team, I know this coming year will be even more amazing. I look forward to working with the school to create more opportunities, build stronger connections and make a lasting impact for our children.

Here's to another year ahead.

APPENDIX F - BPS P&C Treasurer's Report 2024 - Sauvik Banerjee



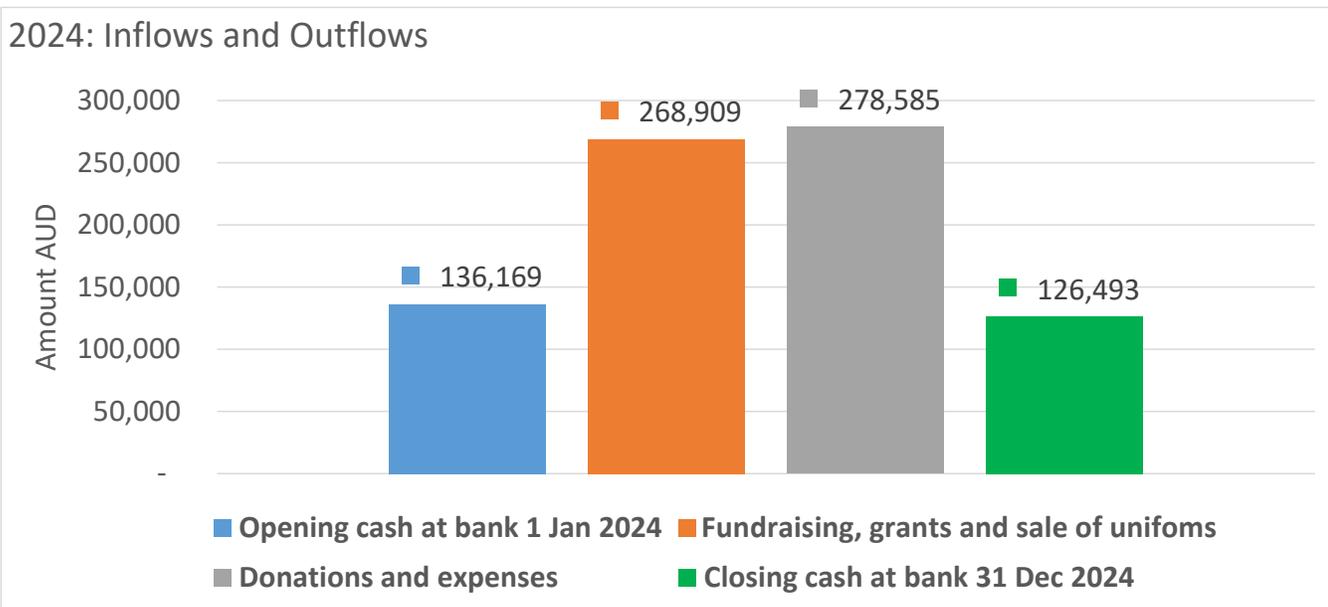
Agenda

1. 2024 at a glance
2. 2024 Financial Summary
3. 2024 Audit Report
4. 2024 in Review
5. 2024 Key policy updates
6. Signatories

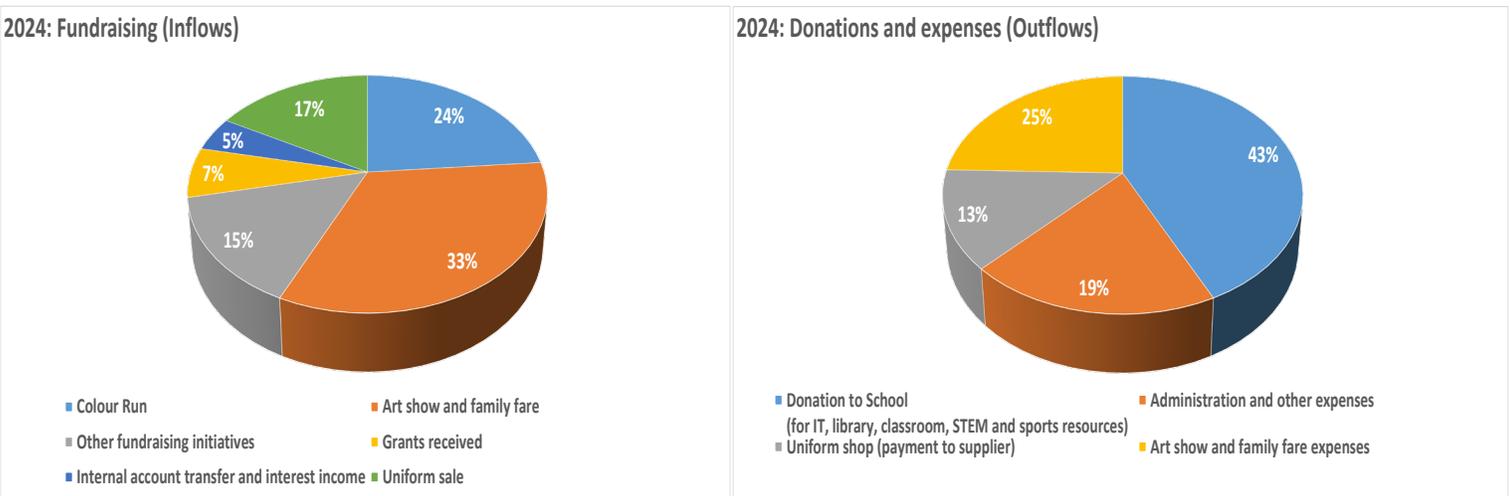
Treasurer's Report – Sauvik Banerjee

As I present my first Treasurer's Report, I would like to call out the outstanding contributions of my predecessor, Paul Galpin, who expertly led our financial management for three consecutive years. I extend my sincere gratitude to Paul, the entire Executive Committee (past and present), and our vibrant parents' community for their collective efforts, which have made 2024 a remarkable year. Special thanks also to Principal Maria and the dedicated teachers at the school for their collaboration and support, which is a must-have in driving our initiative forward. It's truly fulfilling to see our community's hard work translate into tangible financial results presented in this report, ultimately enhancing the educational experience for our children.

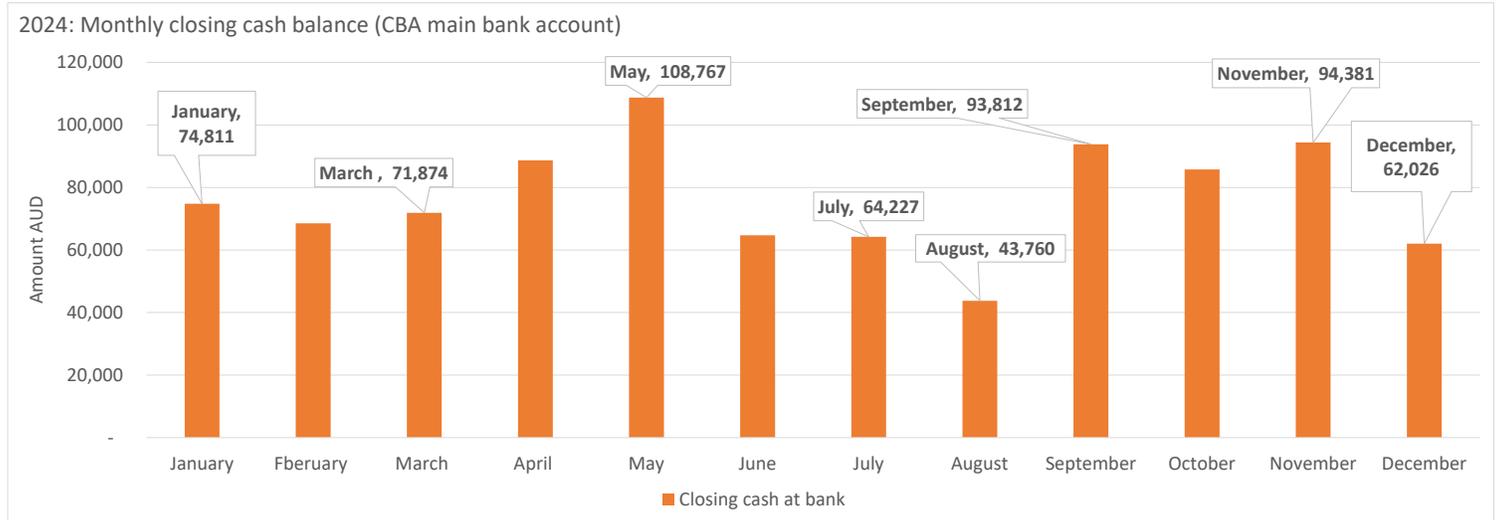
Inflows and Outflows at a Glance (2024)



Main Sources of Inflows and Outflows in 2024



Monthly closing cash at bank - Funds management during the year



Beyond volunteering, parents contributed in various ways, including:

- Supporting second-hand Uniform Stall
- Organising Year 6 send-off, funded through multiple Year-6 specific fundraising

Notably, the 2024 Year-6 cohort raised over \$10k and left \$2k in seed money for 2025.

In 2024, the P&C made a significant impact with a donation of c. \$120k to the school, a notable increase from previous year, \$37k was due to focus on large fundraising events like Colour Run, Art show & Family fare. Our contributions went beyond essential items like books and classroom supplies, extending to contribution toward technology, STEM, replenishing sports resources and installing blinds

Building on the momentum of connecting through events in 2024, our focus for 2025 is delivering key priorities projects, including "Cooling the School" initiative, continued focus on library resources and beyond.

The P&C's net asset position remained robust at \$135k. Our free cash flow is \$117k as of 31 December 2024, including \$55k held in term deposits for future donations.

Sauvik Banerjee

Treasurer – Balmain Public School Parents and Citizens Association



2024 Financial Summary

2024: Statement of Position

AUD	31-Dec-23	31-Dec-24	Variance
Cash at bank 31 December 2024:-			
CBA Current account	69,624	62,026	(7,598)
CBA Uniform account	11,145	9,340	(1,805)
CBA Term deposits	55,000	55,000	-
CBA Operational account	400	127	(273)
Total cash at bank	136,169	126,493	(9,676)
Other assets			
Uniform inventory	25,932	17,737	(8,195)
Receivables	9,952	-	(9,952)
	35,884	17,737	(18,147)
Liabilities			
Band provision	(6,959)	(6,959)	-
Year 6 Seeding fund	(1,000)	(2,000)	(1,000)
	(7,959)	(8,959)	(1,000)
Net assets	164,094	135,271	(28,823)

2024: Unrestricted cash available to spend

AUD	31-Dec-23	31-Dec-24	Variance
Total cash at bank	136,169	126,493	(9,676)
Restricted cash:-			
- Band provision	(6,959)	(6,959)	-
- Year 6 Seeding fund	(1,000)	(2,000)	(1,000)
Unrestricted cash available to spend	128,210	117,534	(10,676)

2024: Audit report



Rozelle Public School P & C Association

Dated: 03 March 2025

663 Darling Street, Rozelle
PO Box 300, Rozelle NSW 2039
tel: 02. 9810 2347
fax: 02. 9555 8715
email: rozelle-p.school@det.nsw.edu.au
President: Annabelle Berriman
Co - Treasurers: Susan Steihm and Simon Ryan

Auditor:

I, Simone Ryan, have completed an audit review of the Balmain Public School Parents and Citizens Association cash records for the purposes of adherence to the constitution. This review has involved checking sample checks of income and expense accounts, cash books, and bank statements. It does not constitute a full audit.

Independence:

I am not a member of the Balmain Public School Parents and Citizens Association, nor am I affiliated with Balmain Public School or its Parents and Citizens Association in any way. I have provided an independent view.

Findings:

I have reviewed the accounts for the calendar year ended 31 December 2024.

Expenses were reviewed on a sample basis and cross-checked against the invoice register provided for the cash book reconciliation. Income and expenses were also sampled, with no discrepancies identified, giving no reason to question the accuracy of the books and records. The cash book reconciliation aligns with the bank statements for the year ending 31 December 2024.

Risk management was reviewed, and the Treasurer's report at the 2024 AGM outlined clear financial principles. Documentation indicates these principles have been closely adhered to, effectively reducing risk. Updating signatories was prioritised following the AGM. It was also noted that the newly elected Treasurer, Sauvik Banerjee, has reviewed these principles, continuously improving and adhering to them, as evidenced by the P&C meeting minutes.

As highlighted in the 2023 audit, the Main Account and Term Deposits previously required dual signatories for security, while the Uniform Account operated with a single signatory, posing a risk due to its average balance of \$10,000. Since the previous report, this account has been changed to require dual signatories, and regular transfers of excess cash to the Main Account have been implemented. These actions have significantly reduced the identified risk. The Operational Account continues to operate with a single signatory, which is considered appropriate given the low balance typically held.

The accounting spreadsheet was audited for accuracy and consistency, with a strong number of checks and balances in place to maintain data integrity. A minor improvement opportunity was identified in the Monthly Income and Expenses section, where some inconsistencies in formula usage were noted. Standardising these formulas could enhance consistency and accuracy.

It was noted that the Term Deposit balance has remained unchanged for over four years, despite the interest rate being very low. To ensure optimal value, it is recommended that the Term Deposit be regularly reviewed and audited to assess whether more competitive options are available, maximising financial returns for the Association.

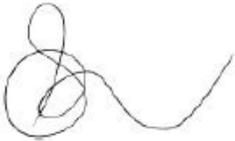
The Balmain Public School Parents and Citizens Association holds regular meetings throughout the year, with minutes recorded and included. These minutes provide evidence of all significant

financial outlays.

Purpose and Liability:

The review has been completed for the use of the Association in complying with the constitution. No responsibility of liability is granted or assumed for any party using this statement or audit report.

Signed:



Simone Ryan
Co-treasurer, Rozelle Public School Parents and Citizens Association.



2024 in review – Funds raised and Donations to school

2024: Main account cash movement

<i>AUD</i>		Amount
Cash position at 1 January 2024		69,624
Inflows		
- Colour Run	63,574	
- Art show and family fare	89,047	
- Other fundraising initiatives (including Year-6)	28,075	
- Grants received	18,350	
- Halloween disco	11,774	
- Transfer from Uniform account	10,000	
- Interest	2,770	223,590
Outflows		
- Donation to School to fund IT resources	(66,106)	
- Donation to School (library, classroom, STEM, sports resources)	(37,735)	
- Blinds	(15,933)	
- Art show and family fare expenses	(68,379)	
- Other expenses (inc. expenses for fundraising and community building initiatives)	(32,706)	
- Reimbursing Year-6 committee	(10,329)	(231,188)
Cash position at 31 December 2024		62,026

2024: Uniform account cash movement

<i>AUD</i>		Amount
Cash position at 1 January 2024		11,145
Inflows		
- Sales of Clothing	45,319	45,319
Outflows		
- Payment to supplier/expenses	(37,124)	
- Transfer to Main account	(10,000)	(47,124)
Cash position at 31 December 2024		9,340



Key policy changes – expense approvals and P&C Funding

April 2024 – Updates to specific financial management principles on spending

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

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

December 2024 – Updates to financial management principles for P&C Funding

- 1. Quote and Approval:** Detailed quotes are required for all school requests before P&C approval prior to funding. No lump sum payments will be approved without quotation.
- 2. Receipts and Documentation:** The school must provide receipts and supporting documentation for all approved expenditures.
- 3. Transparency and Accountability:** The P&C maintains transparent and accurate records of all financial transactions, ensuring accountability and responsible management of funds. Obtain support from school for reconciliation or adjustment to ensure governance and transparency.



Signatories

Change in signatories 2024

	P&C Main Account		P&C Operational Account	P&C uniform Shop account
	Cheque account	Deposit 1 and 2	Cheque account	Uniform account
Previous signatories				
Lauren LaChapelle (President)	✓	✓	✓	n/a
Paul Galpin (Treasurer)	✓	✓	✓	✓
Renate Harris (Secretary)	✓	✓	✓	n/a
Nathalia Stone (Vice President)	✓	✓	✓	n/a
Elisabeth Coffey (BPS Uniform Shop co-manger)	n/a	n/a	n/a	✓
Trista Rose (BPS Uniform Shop co-manger)	n/a	n/a	n/a	✓

Updated signatories (April 2024)				
Trista Rose (President)	✓	✓	✓	n/a
Sauvik Banerjee (Treasurer)	✓	✓	✓	✓
Jen Widjojo (Secretary)	✓	✓	✓	n/a
Elisabeth Coffey (BPS Uniform Shop co-manger)	n/a	n/a	n/a	✓
Alex Duffy (BPS Uniform Shop co-manger)	n/a	n/a	n/a	✓

Updated signatories (November 2024)				
Trista Rose (President)	✓	✓	✓	n/a
Sauvik Banerjee (Treasurer)	✓	✓	✓	✓
Jen Widjojo (Secretary)	✓	✓	✓	n/a
Elisabeth Coffey (BPS Uniform Shop co-manger)	n/a	n/a	n/a	✗
Alex Duffy (BPS Uniform Shop co-manger)	n/a	n/a	n/a	✗
Mah (BPS Uniform Shop co-manger)	n/a	n/a	n/a	✓

2025 Signatories	P&C Main Account		P&C Operational Account	P&C uniform Shop account
	Cheque account	Deposit 1 and 2	Cheque account	Uniform account
Proposed signatories 2025				
Trista Rose (President)	✓	✓	✓	n/a
Sauvik Banerjee (Treasurer)	✓	✓	✓	✓
<i>New Elected Secretary (Secretary)</i>	✓	✓	✓	n/a
Mahsa Deravi (BPS Uniform Shop co-manger)	n/a	n/a	n/a	✓

Balmain Public School P&C - Financial Management Principles

Reporting

The finances of the P&C should be made available to the school, the members, the P&C Federation and other interested parties. In particular:

- A financial report should be presented at every P&C meeting, detailing changes in the cash position, as well as any other matters of financial interest e.g. changes in bank signatories.
- A set of accounts should be presented at the Annual General Meeting. This should comprise an income statement, overview of cash flows and a balance sheet for the preceding financial year.
- The annual accounts should be audited by an appropriate independent person and the results shared with the members.

Account Management

The P&C may need to operate several accounts for different purposes. In the spirit of good financial management, the following should apply:

- The Treasurer should have access to all accounts operated by the P&C. Upon change of Treasurer, updating all signatories should be a priority for the outgoing Treasurer.
- Where possible, accounts should be held with a single financial institution to reduce complexity.
- P&C accounts should be incapable of having a negative balance i.e. no overdraft facilities or credit cards.
- There should be a preference for dual signatory accounts, and where an account is single signatory for operational purposes, excess cash balances should not be allowed to build up.
- All P&C accounts should be presented at the Annual General Meeting as well as whenever an update is made to signatories. When presenting bank accounts, it should be made clear what the account is used for, its current balance and the signatory arrangements (single/dual).
- The Treasurer is responsible for ensuring that current signatories are maintained.

Funding

- 1. Quote and Approval:** Detailed quotes are required for all school requests before P&C approval prior to funding. No lump sum payments will be approved without quotation.
- 2. Receipts and Documentation:** The school must provide receipts and supporting documentation for all approved expenditures.
- 3. Transparency and Accountability:** The P&C maintains transparent and accurate records of all financial transactions, ensuring accountability and responsible management of funds. Obtain support from school for reconciliation or adjustment to ensure governance and transparency.

Expenditure

The P&C is expected to spend in accordance with its purpose and in a spirit of transparency. With this in mind the following will apply:

- **All Expenses:** Typically, these pertain to fundraising activities or events. Such endeavors must be supported by a detailed budget, specifying expenses at an itemized level. Any expenditure outside the budget must be deemed an emergency expense. The budget should accommodate consumables, ad hoc expenses, or unforeseen costs. Any revisions to the budget mandate approval from all committee members, adhering to spending principles
- The P&C Executive can spend up to \$500 upon majority agreement. Any amount in excess of \$500 should be put to vote in a P&C meeting and the decision recorded in the minutes.
- It is accepted that the P&C may need to spend in between meetings. When this need arises the expenditure can be approved via a 'round robin' circular to all paid-up members. Expenditure subject to this process should have majority Executive support plus support from at least three non-Exec members. It will naturally form part of the cash movements - to be explained at the next meeting.
- Events operate to different protocols. For major events a budget is expected to be produced prior to the event and shared with the Treasurer. Individual items required for the event are not subject to ongoing approval but should be jointly monitored by the event owner and the Treasurer, and referenced back to the budget. After the event, the profit/loss should be calculated and shared with the members.
- From time to time the P&C may be requested to fund a deposit or meet specific upfront costs that will later be repaid e.g. Town Hall deposit for Year 6 Graduation or costs for printing the Yearbook. Similar to events, such items wouldn't need to be put to a vote if they are clearly in accordance with P&C purpose and funds are expected to come back.
- **Emergency Expenses:** In instances of urgent or unforeseen expenses, executive committee members may exercise discretion to approve spending up to a specified limit. However, they are obligated to promptly inform the entire executive committee.



**Parents &
Citizens
Association**

Responsibilities

Acting in accordance with the principles outlined above is the primary responsibility of the Treasurer. It is expected that these principles are circulated annually and attested to as part of the Annual General Meeting. This attestation should form part of the Treasurer's Annual Report.

Any proposed changes to these principles should be voted upon by the members.

APPENDIX G - BPS P&C 2025 Parent Survey

Survey says!

Balmain Public School P&C 2025 Parent Survey

March 5, 2025

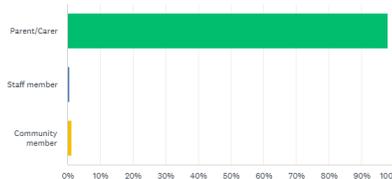


Respondents

163 Responses
close to 50% of families

Are you a...

Answered: 163 Skipped: 0



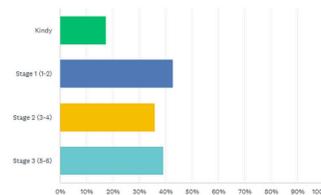
ANSWER CHOICES	RESPONSES	Count
Parent/Carer	98.16%	160
Staff member	0.61%	1
Community member	1.23%	2
Total Respondents: 163		

Respondents were mainly Parents/Carers

Strong participation across all stages

What stage(s) are your children in?

Answered: 161 Skipped: 2



ANSWER CHOICES	RESPONSES	Count
Kindy	17.39%	28
Stage 1 (1-2)	42.89%	69
Stage 2 (3-4)	36.02%	58
Stage 3 (5-6)	39.13%	63
Total Respondents: 161		

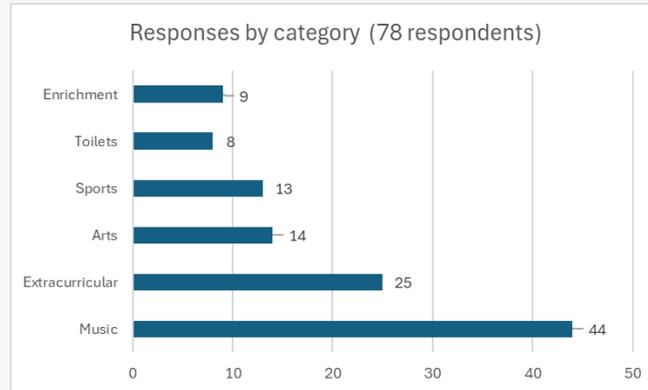
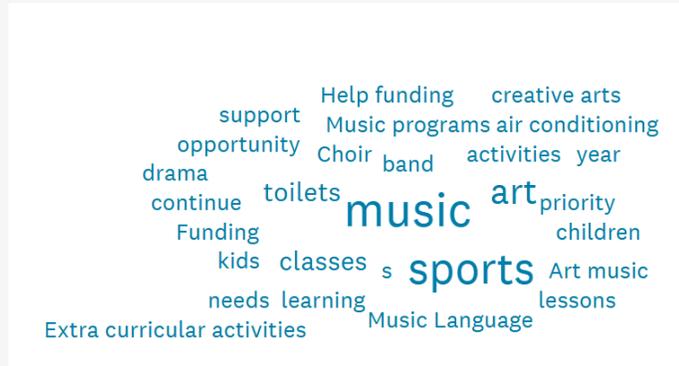
Funding Priorities

In 2025, the P&C's key priorities are 'Cooling the School' and the Eaton Street transition vote.

Parents were asked if there were other funding needs which should be prioritized.

78 Responses

Enhancing our extracurricular offering (outside school hours) is key to parents



Music, Arts & Sport all of importance

Funding Priorities contd

Refer Appendix A for a full list of responses

P&C was aware of the demand for sport, arts, music and other extracurricular activities.

Responses that were surprising were around toilets:

Cleaning the toilets more often, better and more frequent maintenance of the school grounds and facilities.

My daughter often shares that the toilets are not nice too so maybe an upgrade could be required of some

- menstruation resources for stage 2 & 3 - sanitary bins in all toilets accessible by these students; products in office available for emergencies; educational resources including workshops etc - social media guidance tutorials & online bullying education

Toilet maintenance and hygiene - my son is horrified by the filthy conditions of the toilets.

There were a number of comments around bullying, school communication and financial hardship

I'd like to see more resources allocated to prevent bullying in school ground eg hiring extra staff to oversee students with special behavioural issue

Improved communication between the school and parents.

Contribution to enable any children whose family is experiencing financial hardship to participate in extra curricular activities e.g., school camp, excursions

Fundraising events

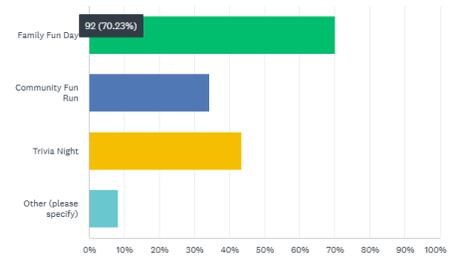
Welcome drinks were an incredible success (~100 attendees despite rain).

Broad support for more social activities for parents/children

Resounding support for another family fun day

Fundraising Events: What major event would you like to see us host in 2025? (Note that the Colour Run and Art Show are run bi-annually).

Answered: 131 Skipped: 32



ANSWER CHOICES	RESPONSES
Family Fun Day	92 (70.23%)
Community Fun Run	45 (34.35%)
Trivia Night	57 (43.51%)
Other (please specify)	11 (8.40%)
Total Respondents: 131	

Demand for a trivia night (perhaps combined with bi-monthly social evenings)

Environmental Initiatives

P&C has an appointed an environmental associate, Emma Bull.

We are committed to supporting all environmental endeavors including a relaunched garden club and a range of projects & grant applications.

Specific comments were around waste & recycling:

Teaching about waste reduction and reuse (circular economy). Unsure if this is already done though.

Opportunities to recycle, school garage sale

Encourage food waste recycling and composting. Veggie and herb growing

getting children involvement + education:

Not directly on point but would be good if the kids could help look after the garden (maybe they do already though)? I don't love that being a singular P&C responsibility (perhaps I was scarred by kids dropping litter in front of me while I tidied the yard at a clean up day!)

Food scraps recycling Waste reduction education

and comments about wellbeing:

Wellbeing for kids - including healthy food, yoga and meditation or the kids, teaching resilience and kindness

Im a new kindy parent and would love there to be something that takes kids out of the city to get some time in the country side with fresh air and outdoor exploring

Performing Arts - Instrumental

41% (56 respondents) play a musical instrument

Majority of these were having lessons at school (54 of 56 respondents)

Has your child participated in Directions in Music

Yes - 15% of respondents (21 answered)
No - 85% of respondents (116 answered)

If your child doesn't play an instrument, would they be interested?

Yes - 81% of respondents (91 answered)
No - 19% of respondents (22 answered)

Would your child be interested in joining an instrumental ensemble at BPS

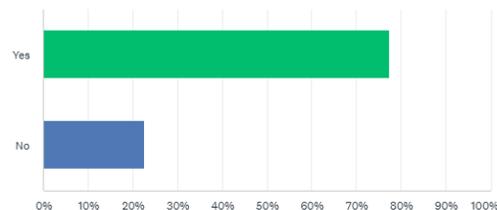
Yes - 69% of respondents (90 answered)
No - 31% of respondents (41 answered)

Performing Arts - Choir

73% of parents would like School Choir to return

Would your child be interested in joining a school choir?

Answered: 133 Skipped: 30



ANSWER CHOICES	RESPONSES	
Yes	77.44%	103
No	22.56%	30
TOTAL		133

Other feedback

45 parents expressed interest in Drama, Acting and Public Speaking

Strong interest in seeing concerts, school plays.

Performing Arts - Other feedback

Strong disappointment from the school community that Directions in Music, Band and Choir is not being supported

Other feedback of note

Better transparency and communication on what is offered

It's been proven that the knowledge that children gain from performing arts leads to knowledge beyond those specific fields. It's seems wild that a school in such an artistic neighborhood doesn't foster that within the public-school curriculum. Especially a school that is so revered. It's my understanding that this a new undertaking and one that we were very disappointed to learn had changed.

Really disappointed with DIM ensemble as it was not supported through the school. No performances were held at assembly. Previous school did music camps, weekend workshops, concert nights, assemblies

I love Mr saville is starting a drama program. I would love this opportunity to be wholesome ale (ie open to more years) and more emphasis on an end of year performance would be great. And to be honest could also be a fundraiser of sorts to fund the drama program for the year.

Would love to have showcase days where the kids can experience the different forms of music and performing arts, and potentially vote on what they are keen on.

Not happy with the music offering at the school: 1. The music lesson offered at school is a joke - students don't learn to play an instrument or sing a song, even though there are instruments at the school (they use a laptop to write a song, which is not learning music) 2. There is no longer a choir 3. There is not a lot of support or celebration of the school ensable or school choir (when there is a choir)

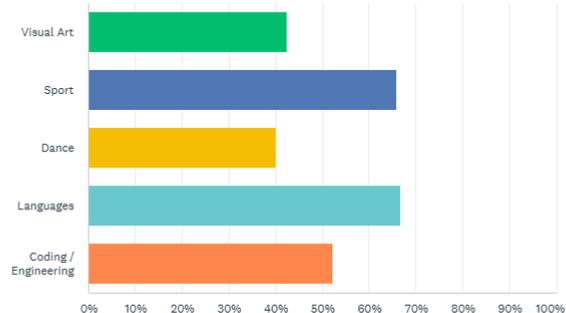
Extracurricular activities (i.e. before/after school)

Strong interest from parents in getting more activities for outside of school hours.

P&C is happy to champion this and recruit 3rd party vendors.

Which other extra-curricular and enrichment activities would you like to see offered as before / after school or lunchtime choices (in addition to what is already offered)? Please specify where asked.

Answered: 132 Skipped: 31



Strong interest across the board for outside activities:

- Languages - Mini poll shows incredible demand for Spanish, French, Mandarin, Italian
- Sports - ND'A, TR to meet Darcy Byrne to discuss use of gladstone park after school; Priority to bring in soccer after school.
- Coding - approaching brikz4kids,
- Dance - Falls in performing arts, Honeybrook
- Other - P&C to support enrichment incl. Kids Giving Back, Good in the hood.

P&C Feedback (P&C)

Parents largely expressed gratitude for P&C efforts.
Other comments and answers:

- Transparency on how funds raised were distributed
 - *This is available in our annual treasurers report and documented in minutes*
- Too much communication
 - *P&C has attempted to streamline via channel to reduce comms and chat channels*
- Feedback that P&C should have been involved in Year 6 hiring in 2024 and P&C was absent from being involved in resolving.
 - *P&C was not aware of the situation. This situation should be primarily raised with the school.*
- Spend more on books and air conditioning and less on murals
 - *P&C did not fund wall murals, and spent \$20K in library in 2024. Air con is no. 1 priority*
- Please introduce 2025 P&C with photo and regular drop in sessions
 - *Sure*
- Big projects highlighted and timeframe.
 - *P&C 2025 priorities will be outlined and ratified in April meeting*
- Can we look into talks/workshops into neurodiversity
 - *We will investigate in conjunction with the school*
- Can we have art smocks purchased
 - *There is a glut of 2nd hand uniforms and lost property. We will look into upcycling them for this purpose.*

P&C Feedback (cont'd..)

Other comments and answers:

- P&C meetings should be on school grounds rather than alcohol serving venues
 - *Children are not able to attend P&C meetings. Holding meetings at school is not feasible and we also like to support local restaurants & businesses.*
- Please follow up on core curriculum items not being fulfilled e.g. sport
 - *Have done. Please see newsletter from 1-March*
- Following downward trend in NAPLAN, can we find out what the plan is to improve our results.
- Swimming lessons should be part of the school program
- "Why doesnt BPS participate in ICAS and Olympiad"
- "Thank you for getting the technology sorted, i am quite sure parents are willing to contribute financially when they know what their money is going towards. I hope we can do the same with a fundraising target towards air con"
- Can school provide parents with details of what children are studying in the upcoming week.

2025 P&C Priorities

Done



Ongoing



#1



Cooling the school initiative

Ongoing, commitment from school & DoE

#2



Eaton Street Transition vote

To commence April 2025

#3



Music Subcommittee

In progress

2025 P&C Priorities

Done



Ongoing



#4



Sports & Extracurricular

Music Program + Sports, languages

#5



Ongoing Technology needs

#6



Family Fun day, social/community opportunities to connect

Thank you!

More detailed priority plan to be
rolled out April meeting

APPENDIX H - Cooling the School at BPS initiative status report

Cooling the School Inaugural Status Report

Feb 2025

Prepared on behalf of the Balmain Public School P&C

by the 'Cooling the School' subcommittee



Author: Shona Macleod

Version: For circulation to P&C

Date: 03/03/2025

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EXECUTIVE SUMMARY

Introduction

This report has been prepared for the Balmain Public School P&C committee meeting on 05/03/2025 in relation to the Cooling the School project at Balmain Public School, 1 Eaton Street, Balmain NSW 2041.

The purpose of this report is to update stakeholders, including the Balmain P&C executive, P&C members, teachers, and the school Principal, on the progress of the cooling initiative. The subcommittee will routinely update the report, provide supporting documentation, and present actionable items to improve accountability and sustain momentum.

The Cooling Sub Committee remit is:

1. Installing air conditioning to the school
2. Improving passive performance of the buildings by installing blinds and making good window openings and insulation
3. Tree canopy and shading improvements
4. Investigating options for additional solar
5. Investigating grant opportunities

Sub-Committee Members

The P&C has elected the following parents to the sub committee;

1. Shona Macleod - Civil Engineer (Project Manager)
2. Sarah Spencer - Solicitor
3. Sam Bolitho - Mechanical Engineer
4. Virginia Poggio - Economist
5. Briedy Mahar - Landscape/Graphic/Industrial Design
6. Nuala Collins - Architect

Activities Completed for November/December

- Resolution of the P&C to approve and progress load testing with a view to installing air conditioning
- Load testing completed on site 12/11/2024 by DoE assets team
- Cooling Initiative Sub Committee Rules adopted
- Sub Committee elected at December P&C Meeting
- First meeting of the subcommittee and election of position holders
- Initial meeting of the proposed sub committee with P&C executive
- Request to Principal to review and advise on window openings in the main building
- Purchase of two air quality/temperature monitors

Activities Complete for January/February

- Review guidelines and requirements in relation to site shading coverage with tree canopy (45% natural shade - NSW Cancer Institute)
- Establish air quality/temperature monitoring within the site - ongoing
- Load testing results requested to principal - not disclosed due to DoE policy
- Installation of blinds on the Eastern side of main building - complete
- Request meeting with DoE Assets team via Principal and directly to Assets - declined by principal due to DoE policy, awaiting response directly from Assets
- Ensure openable windows made operational (existing sash windows) - 80% complete
- GIPA - informal request documentation relating to Cooler Schools assessment of BPS's 2019

- application to the program prepared by Sarah Spencer - submitted
- GIPA informal request for documentation relating to tree removal and replacement - submitted
- Second meeting of the subcommittee 25/02/2025
- Grant application "Community building partnership" submitted for tree/shade replacement at Eaton St side of school (up to \$30,000) - late submission
- Meet with Principal - February 25, 2025, complete
- Kobi Shetty MP member for Balmain, put questions on notice to Parliament relating to the status of DoE's response to BPS's application to Cooler Classrooms program - response expected on March 27, 2025.
- Submit to the panel for Treasury budget estimates hearing via Damien Tudehope, specifically regarding the Cooler Classrooms budget and program - hearing scheduled for week of March 3
- Contact MP Tanya Plibersek about Cooler Classrooms and environment - contacted
- Contact ABC to respond to story on Cooler Classrooms - contacted
- Contacted P&C Federation to seek support on transparency of process and documentation - contacted
- Purchase of dongle internet and data x1 connection - in progress: installation of internet+AQ monitor on 28/2 in the main building. Internet yet to be connected for treehouse
- Provision of COLA Heritage Statement - provided by Principal to subcommittee

NEXT STEPS

- **Questions for DoE Assets**
 - Action: Sam Bolitho will follow up with specific questions for the DoE Assets team regarding air conditioning infrastructure and any further steps needed to proceed.
- **Site Visit with Electrical Engineer**
 - Action: Sam Bolitho will advise on times for a site visit with David, the consulting electrical engineer, to assess power requirements and potential installations for air conditioning.
- **Information Requests**
 - Action: The team will continue to pursue additional information from relevant departments and local members via public information request channels to assist with the decision-making process.
- **Community Engagement**
 - Action: The team will continue working on community engagement, which will include efforts in media, fundraising, and lobbying to garner support for the initiative.
- **Air Quality Monitoring Device Installation**
 - Action: Phil to add an internet connection to treehouse for AQ monitoring. main building is set up and uploading data
 - SM to establish spreadsheet and graphing of AQ data
- **Grant Applications for Future Opportunities**
 - Action: The team will keep the P&C in the loop regarding any grant applications that arise, particularly for opportunities related to solar, insulation, greening, and shading at the school.
- **Business Case**
 - Action: Virginia to develop proposal to analyse viability of AC options in terms of time/cost/scope to assist with fundraising, lobbying and feasibility analysis

COST REPORT

- P&C to provide updates on cost

GRANTS AND FUNDING

- The Principal has advised the P&C must privately fund AC and all associated costs
- in 2019 the Balmain P&C applied for the “cooler classrooms” grant for AC in schools. School infrastructure NSW website states *“This school is currently being assessed against the current Cooler Classroom funding guidelines.”* The committee will seek updates to advise the outcome of this grant application. More information on the goals and roll out of the NSW funding is available at [Cooler Classrooms Program | Public Works](#).
- Grant Application for Community Energy Partnership - submitted 21/02/2025 - value up to \$30,000
- Grant application for Essential Energy - for submission in March

AQ MONITORING

Sub Member BM has obtained expert advice in relation to temperature and air quality monitoring. Recommendation is for 2 units of SmartAir Qingping Pro 2 Air Quality Monitor to Track 7 metrics including temperature, humidity, CO2, eTVOC, noise, PM2.5, and PM10 levels. [SmartAir Qingping Pro 2 Air Quality Monitor From Tools For Schools](#).

Proposed locations:

1. Top floor main building
2. Tree house

Requirements: Access for installation, power point per unit plus wifi. School network unable to be used, therefore requiring dongle internet to be established.

Method: monitors are installed, and one net connection established. Data will be synced to P&C phil chaplin's iphone through app and then distributed to the committee

Unit Cost: \$192.15 excluding GST each plus chargers at \$32.00 total. Internet connection TBA - Estimate \$550 for **two** connections and data for 12 months

WINDOWS/VENTILATION

The School Principal has coordinated requests to make windows operable. Modifications are ongoing and largely complete.

AIR CONDITIONING

Load testing has been completed by DoE. Principal has reported that results indicate switchboard upgrade is required. The Subcommittee has requested a copy of the load testing report, Principal advised that per DoE/Assets policy, results are not made public. The subcommittee has submitted an informal request for information (GIPA) to access relevant information to assist with our recommendations and to inform the P&C fundraising and lobbying.

SHADING/TREE CANOPY

The shade tree on Eaton St side of the playground was removed due to the root system being a trip hazard. Subcommittee will continue to seek grants to cover costs of mature tree or artificial shade canopy for the site. Current BPS playground does not meet the NSW Cancer Institute recommendation of 45% shade coverage from trees and 70% of playground shaded

There are different types of shade

Shade comes in different forms...

Natural shade



Cancer Council recommends:

- A combination of **built and tree shade** in every playground.
- Shade should cover **at least 70%** of the play equipment and nearby seating, including **45% of tree shade**, to reduce children and caregivers' overexposure to UV radiation.

Built shade



Portable shade structures

Permanent shade sail structures

Permanent undercover areas

[Cancer Council Schools Shade Toolkit](#)

APPROVALS/AUTHORITIES

Heritage

The school is designated as a heritage item and located in a heritage zone within Balmain LGA so CDC pathway is not available

<https://www.planning.nsw.gov.au/sites/default/files/2023-03/using-complying-development-in-schools-fact-sheet.pdf>

Heritage impact statements and general advice to be provided if required. The Heritage Register entry is available here:

<https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=1940224>

DoE

recent changes to pathways for approval of school building removing IW Council as the determining authority for minor works see below, but can be determined within the DoE

[Reforms to planning to fast-track delivery of new public schools and health facilities | Planning](#)

AUSGRID

Power supply to the school is through the Ausgrid network.

ACTIONS

Action Date	Due Date	Action	Stakeholder	Subcommittee PR	Notes	Status
9/12/24	18/12/24	Adam Spencer to audit windows and determine current status.	AS	SS	Awaiting response from TR RE access	Complete
11/12/24	18/12/24	Confirm comms approach for document requests.	TR	SM		Complete
11/12/24		Assets meeting	Maria and DOE Assets (Ken)	SM	Confirm meeting request still stands and arrange for same in the new year	
11/12/24	18/12/24	Monitors to be set up in classrooms for testing to commence	Annabel Sun	BM	Confirm access requirements with TR, arrange for placement of monitors once received	In progress
11/12/24		Confirm comms approach for externals	P&C Exec	SM		Complete
11/12/24		request for update on cooler schools assessment	department of Infrastructure	SM	request to director	Complete
11/12/24		review of other schools AC rollout		NC	Balmain High (SSC balmain), Kegworth, Burwood girls	
20/2/25		submit grant application for tree replacement		SS	complete for Principal to submit via portal	
20/2/25		informal request for information to department	GIPA - DOE	SS	documentation re tree removal, load testing and related information in public interest	in progress

P&C APPROVALS

ITEM	P&C APPROVAL	RESOLUTION
1.	purchase of 2 air quality monitors q ping pro 2	approved
2.	purchase of internet connection and data - \$550	
3.		
4.		
5.		

RFI REGISTER

Requested Date	Due Date	Information Sought/Request Made	Stakeholder	Subcommittee PR	Notes	Status
9/12/24	18/12/24	Request for meeting with Ken(assets)	Maria and Assets	SS	10/12 - Subcommittee availability provided to Maria 11/12 Subcommittee to clarify meeting still sought with Maria present	In progress
10/12/24	18/12/24	<ul style="list-style-type: none"> - Site survey; - Technical drawings; - energy bills. 	Office Staff	SM	School Office provides site plan and confirms no access to technical drawings. Energy bills go through DOE therefore not available.	Complete
11/12/24		outcome or status update of cooling schools application	Maria and Sarah Wiley (Director Cooling Schools)	SM	Infrastructure website lists BPS applications as being assessed. Anecdotal evidence indicates unsuccessful, but no evidence of same.	In progress

P&C Cooling Subcommittee Meeting Minutes - 3

Date: Wednesday 26 February 2025

Time: 8.00am - 9.30pm

Location: BPS and via Teams

Attendees: Maria Lambos, Shona Macleod, Sarah Spencer, Briedy Mahar, Virginia Poggio, Sam Bolitho, Phil Chaplin

Apologies: Nil

Welcome and meeting purpose

SM

- Welcome and introduction of subcommittee members including summary of relevant experience and qualifications.
- Restating subcommittees aim and purpose to see air-conditioning installed at BPS and to make efforts to cool the school by other means where possible.

2. Procedure clarification

SM

- Discussion around information sought from the Department and the various policies which prevent direct information sharing to the public. SS to research and get further clarity on the detail of this policy. Confirmation of the efforts made to access the information via GIPA and Schools Infrastructure directly.
- The subcommittee summarised its initial considerations around cooling options for potential funded projects. ML supportive and will be kept abreast of any progress. Some limitations discussed around previous solar mapping results and heritage etc. the subcommittee confirmed it will continue to interrogate where these blocks have arisen in the past. ML to share previous heritage impact statement prepared ahead of the COLA installation.
- Confirmation of the timeline expected for potential switchboard upgrade to ensure sufficient amperage to manage the load of air-conditioning. ML expects the quote for this work to be returned within the next week.
- Discussion around potential costs associated with the entire project and that without funding this work will need to be paid for by the P&C.

3. A/C information discussion

All

- ML provided additional background on the history and efforts of previous P&Cs towards air-conditioning including fan installation.
- Discussion around the progress of the Cooler Classrooms fundraising whereby the BPS application remains outstanding. Some indication that this funding might become available to our school. Further investigation to be undertaken by the subcommittee.
- Load testing reports are not permitted to be shared with the schools. Same has been sought by GIPA and direct requests to Schools Infrastructure. ML supportive.
- Discussion around external electrical consultants to attend BPS and assess the switchboard. SB to arrange and provide times to ML.
- Department Assets requires air-conditioning products to be supplied by Seely International, with scope to tender for installation.
- Specific technical questions can be directed to Assets via ML, though they won't deal with the subcommittee directly. SB to put questions together and send to ML.

4. Other upgrades

All

- Confirmation that all but two windows are opening and should improve the temperature by cross breeze and ventilation.
- Discussion around previous designs for natural shade structures in the space outside the office where the tree has been removed. Subcommittee to investigate with further grants to fund. Highlighted this space and the handball courts as a priority for shade.
- Confirmation of the subcommittee's preference for natural shade.

5. Next steps, action items and general discussion

SM

- Agreement as to assigned tasks and next steps.
- Undertake to meet with ML every month.

Meeting close 9.30 am

P&C Cooling Subcommittee Meeting Minutes - 2

Date: Tuesday 25 February 2025

Time: 7.30pm – 9.30pm

Location: Booth Street, Balmain

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

Apologies: Nil

1. Welcome, introduction, and apologies SM

- Welcome and introductions
- Nil apologies

2. Review of previous meeting minutes

SM

- Minutes from previous meeting, 11 December 2024, were discussed.
- Previous minutes, and relevant documents, stored of google drive folder and the group confirmed appropriate access.
- Minutes accepted.

3. Updates on action items/activities complete

All

- Communications to School Infrastructure NSW has been sent seeking information regarding load testing and procedural clarity. No response had been received at the time of the meeting. RFI also sent through the informal GIPA information request channel within the Department of Education with no response yet received at the time of the meeting.
- Temperature monitoring continues in two locations between the top floor of the main building and the treehouse using the devices purchased by this subcommittee. Some issues ongoing regarding network access for constant data uptake, but there is a manual solution in place in the meantime. P&C member Phil Chaplin to take ownership of manual data download and resolving network issue.
- Acknowledgement of upcoming grant application and options for funding discussed including insulation, more solar panels, natural and man-made shade options for the remaining exposed areas on the school grounds. The subcommittee will continue to work on this grant due end of Q1.
- Discussion around the contact made with local politicians to advocate on this issue and interrogate earmarked funding. Importantly, the issue has been raised by Kobi Shety on our behalf at Parliament this week with a question put on notice. Other potential avenues discussed.
- Helpful information gathering has been undertaken in consultation with other local school P&Cs which was discussed.

4. Discussion on next steps

All

- The subcommittee agreed that we would collectively monitor for future funding opportunities by way of grants and otherwise.
- Meeting scheduled with Ms Lambos 26 February 2025 and agenda finalised for same.
- Agreement as to initial strategy with advocacy and engagement with media including in

collaboration with other local P&Cs.

5. Summary of action items and next meeting dates

SM

- Agreement as to assigned tasks and next steps.
- Re-election for the subcommittee to occur at the P&C AGM on 6 March
- 2025 and the next meeting date will be set following that time.

6. Meeting close All 9.30pm

	P&C Cooling Subcommittee meeting minutes - 1		Date: Wednesday 11 December 2024 Time: 8.00pm – 10.00pm Location: Balmain and Via Teams Attendees: Shona Macleod, Sarah Spencer, Nuala Collins, Briedy Mahar, Virginia Poggio, Sam Bolitho Apologies: Nil
#	Agenda	Who	Minutes
1.	Welcome and introduction Apologies	SM	<ul style="list-style-type: none"> - First meeting of the Cooling Subcommittee - Nil apologies
2.	Summary of status	SM	<ul style="list-style-type: none"> - Load testing results not yet received. - Subcommittee needed to pivot and purchase alternative temperature and air quality monitors. Research undertaken by BM and presented to the group, agreed on and submitted to the P&C Exec for approval, monitors purchased. Awaiting delivery, expected this week and will be placed in classrooms shortly thereafter. - Discussed a review of the heritage details of the building. Acknowledgment that the original roof tiles have been replaced with colorbond. The heritage requirements are predominantly limited to the main building and the preservation of the façade. Discussion around air conditioning impact and the sense that it is unlikely heritage would prove to be prohibitive. - The group agrees that we will need to understand the DOE Requirements around heritage impact statements and DA. - At some point an audit and assessment will need to be undertaken to understand the systems required to best cool the space based on variables such as wall materials, light fixtures, bodies in rooms etc. - Discussion around potential locations of the bike racks assuming some units will need to be placed in their current location. - Subcommittee unable to meet independently with Ken (Assets contact) so will need to go back to Maria and request a meeting with her present. - Need to establish delegated authority with respect to communications, both internal and external.
3.	Review and update of the Status Report	SM	<ul style="list-style-type: none"> - The group commended SM on the work undertaken on the report to date. - Review of current requests outstanding as well as activities undertaken for December and beyond. - Action items to be summarized and included in the report ahead of circulation.
5.	Meeting close	All	10.00pm

ATTACHMENTS

1. <https://docs.google.com/document/d/131eWYVXYcqAS6ZWKyqIBgw23bjsrmicw/edit?usp=sharing&oid=117332130788771804387&rtpof=true&sd=true>
2. https://docs.google.com/document/d/1B_RAodnUuGMNwujgyNxuaJGkv6iGBjKU/edit?usp=sharing&oid=117332130788771804387&rtpof=true&sd=true
3. <https://www.ipc.nsw.gov.au/fact-sheet-informal-release-information>
4. <https://www.cancercouncil.com.au/cancer-prevention/sun-protection/preventing-skin-cancer/shade/shade-in-schools/>
5. <https://education.nsw.gov.au/schooling/parents-and-carers/health-and-physical-care/sun-safety>