

P + C Meeting Minutes

Wednesday 2nd December 2020

Meeting Opened 7.03pm - Minutes recorded by Victoria Lush (P&C Secretary)

Attendees (via Zoom):

BPS: Annabel Yau, Sean Baumann

P&C: Shehana Darda-Teixeira, Alvin Lau, Victoria Lush, Cliff Philipiah, Gemma Puplett, Peta Joyce, Van Allen.

Welcome and introduction - Shehana Darda-Teixeira (P&C President) – Welcome & Intro – mentioned story in SMH today that COVID Safe restrictions will be easing at school for 2021 – including being able to have P&C meetings onsite – parents have missed interaction with the school so this is great news.

Apologies – (VL) - Maria Lambos, Jo Nicholas, Connor McCormack

New membership – (VL) – New BPS Liaison from Eaton Street Centre- have added to distribution list – Connor McCormack.

Previous Minutes - November 2020 – (VL) – motion to accept previous minutes read & ratified by Gemma & seconded by Shehana.

Correspondence - (VL)

- Offer to sponsor events from Native Rose in Rozelle that has re-opened – have responded and will certainly approach for events in 2021
- CBP20 – grant approval received
 - Won the grant for \$5500 **CBP20 - 2044 - Installation of 9 kW Solar System at Balmain Public School**
 - Need to apply to receive funding by March 2021 – envisage the work happening in first half of 2021 but no discussions have happened with Inner West Council or BPS as yet!

Yr 6 Graduation Update - Yr 6 Committee – Van Allen

- Thank you to the P&C for support and underwriting the ceremony
- Plan is:
 - Mon 14th – lunch & drinks (from the P&C)
 - Arabella Fatcher (parent) has offered to take professional photos
 - Shona (parent) is coordinating the live-streaming of the event (pending approval)
 - Tues 15th – disco in the evening
 - Had the (parent organised) Yr6 camp at Glenworth Valley (HOT!!) huge fun for everyone
- Request for the P&C to release ALL the funds currently held on our behalf, *including an advance on the projected ticket sales*:
 - Amount is \$ 6125.10 – minus what has been already reimbursed (\$1618.30) so asking for \$4505.80 – any left-over will of course be reimbursed (this was approved) Van Allen has provided spreadsheet of \$\$ to P&C Treasurer

Principal's Report - Annabel Yau

(Apologies from Maria Lambos who is currently organising and participating in a virtual Principals' Conference. Thank you to Annabel Yau, who is relieving in her position until her return on Friday.)

- **Virtual Trivia Night:** Huge thanks to the volunteers behind the hugely successful evening, with an incredible \$21,200 raised to support our wonderful school!
- **Huge THANKS to our P&C executive** for your continued support during this unprecedented year! It is such a testament to your passion and drive in supporting our kids and school! Thank you!

- **Special THANKS to Alvin and Jen**, who are sadly for us, leaving the Balmain Public School family. Both Alvin and Jen have been actively involved in supporting our school in a variety of ways. We will miss the Lau family and wish them all the very best in the future!
- **COVID-19 & end-of-year events:** requires **4 square metre rule for students, staff and parents/carers, both indoors and outdoors.**
 - Hall - 28 capacity on floor and 7 on stage
 - New COLA - capacity of 47
 - Mon 14 Dec - Giving Tree Assembly - senators from each class only - 30 students - sitting under COLA, to present Salvation Army with gifts
 - Mon 14 Dec - Year 6 Graduation - 60 students only - 47 under COLA + 13 behind
 - Celebration of Learning - eNewsletter

Funding request for portable PA's submitted - both current systems not working properly and required for end-of-year events

APPROVED for \$2800.00 for P&C to fund – NOTE school needs to pay first and then get reimbursed from the P&C for this

- **COVID-19 and 2021:** My understanding is that there will continue to be guidelines we will need to follow in the new school year. As always, once this information is disseminated to principals, it will be communicated via SkoolBag
- **Playground upgrade:**
 - 17m x 11m shade shelter **complete**
 - *response to query from November meeting - what's left to be spent, concern about size and not sympathetic to look of school*
 - *The school (not P&C) has paid for the new COLA and recent upgrades - to cater for students' need for active play (student input sought)*
 - *reason for size is to fit ALL students K-6 undercover together - hall does not fit entire school - will allow K-6 assemblies in the future, as well as protection*
 - *Design - consultation with heritage report recommendations and DoE*
 - Active space (middle space outside toilet block) **complete** - rubber balance beam and various half spheres (as per sensory space)
 - Climbing frame - waiting for soft fall (rubber) to be laid at end of week - temporary fencing due to be removed Monday 7 December
 - *NB: From concern received via Shehana - I have contacted the company regarding use of equipment whilst students lining up/walking past in the morning - has spoken to installer - Health & Safety concern*
- **Planning ahead for 2021:** Traditionally, the P&C has supported various programs at the final (December) P&C meeting to commence the new school year. These include:
 - Classroom resources - 2020 amount was \$500/class/semester x 15 classes - Semester 1 2021 - \$7500 - **APPROVED for \$7500.00 for P&C to fund**
 - Visual Arts program - \$3000 for resources - **APPROVED for \$3000.00 for P&C to fund**
 - Reading specialist support - \$5000/term - 1 day/week - initially introduced for 1 term only, as well as in Term 1 of the following year. As results were successful, was increased to 3 terms' support in 2020. Again, this individualised support has been successful with our struggling readers. *Is this something the P&C would like to continue supporting in 2021?*
APPROVED for \$20,000.00 for P&C to fund this programme for the entire year 2021
(Noted from Shehana to plan ahead – what is needed etc for funding & planning)

• IT Levy:

02/12/20 \$23,619 - 288 students (out of 381) - approx. 76%

11/11/20 \$21,897 - 267 students (out of 380) - approx. 70%

(September meeting \$13,123 - 160 students - 42%

(August meeting \$9676 - 118 students - 31%)

Query – Alvin – in regards to the playground upgrade, has all \$\$ been spent/committed? This was confirmed from Annabel Yau that yes, all has been spent. Alvin – ultimately the P&C top ups what the school can't afford so need to understand the difference between what is funded from the government as a one-off – or if this is matched? P&C request to have input. Annabel – said will get Maria to respond.

• IT Audit: Sean Baumann

- Has done a stocktake to re-assess position
- It will be a 4 year implementation to transition to BYOD
 - Laptops bought in batches – since last meeting 13 laptops have died – cost to replace is \$11,800.00
 - And 2 staff laptops also need replacing – Alvin queried as to whether staff laptops are funded by the school? SB will check with ML as to where this is at as these ones have failed sooner
 - Looking forward, as laptops start to fail, what needs/volume should he come to the P&C with? P&C Treasurer (Alvin) replied that the school does not have to ask the P&C! Only need to inform the P&C of what has been spent and current balance on hand – assuming that this is covered by funds from the IT Levy. But need clarity around what is funded from where.
- Where is current P&C opinion on BYOD at?
 - Shehana – has not progressed as yet – need to do survey monkey
 - Alvin – needs to be linked to conversation around funding. Also commented that this year has been OK with not too much failing. (SB – yes agree, it is the newer generation of equipment. OK for this year).

ACTION – where is IT Levy at compared to previous years – do we need a final push?

ACTION – Survey Monkey on BYOD

Finance Report – Alvin Lau (P&C Treasurer)

- Farewell to Alvin Lau and introduction of new Treasurer Paul Galpin
- Will still do proper EOY report with Paul
- Pending – assets/liabilities uniform stall
- Funding – are there extras the school is aware of (eg maths trollies etc??) AL replied not that she is aware of
- What Fundraise?
 - Need funds to cover emergencies
 - Need forward planning
 - Please send thoughts around school needs – would be good to articulate to parent body

With the departure of the current Treasurer & the appointment of a new one, the confirmed Balmain Public School P&C account signatories are listed below.

Two P&C Executive signatories are required for all payments.

All Bank Accounts & Term Deposits:

- Cheque A/c [062–110 0090 0412]
- Society Cheque Acct [062–110 1035 7492]
- Term Deposit [062–217 5025 4041]
- Term Deposit [062–217 5025 4068]

P&C Executive Signatories:

- Shehana Darda-Teixeira [President]
- Cliff Philipiah [Vice-President]
- Victoria Lush [Secretary & co-Vice-President]
- Paul Galpin [Treasurer]

P&C Uniform Shop Bank Account

- Society Cheque Acct [062–110 1035 7492]

P&C Uniform Shop Managers/Signatories: Only one signatory is required for the managers to allow for quick payments to suppliers.

- Lyndal Rutgers [BPS Uniform Shop Co-Manager]
- Josie Simpson [BPS Uniform Shop Co-Manager]

P&C Issues/General business – Shehana - P&C President

- Formally thanked Alvin Lau and partner Jenny for all the hard work over the years – really don't know what we will do without you! Welcome to new Treasurer – Paul!
- 2021 P&C Strategic Plan update - on hold, kick off Feb 2021. Have a draft, need to do engagement with parents/school/kids to develop final plan

2020 P&C Events Calendar

- 2020 Year Book Update - Cliff
 - 196 of 200 sold
 - P&C is covering costs of re-printing due to corrections & mistakes. But next year assume it is correct at time of going to print
 - Will do a re-run print – are doing cash sales at the school gate
 - Formally thanked Cindy for putting the Year Book together for this year

- Welcome to New Parents 2021 Update
 - Hoping to be able to do a morning tea
 - P&C details updated to Facebook group
 - (Gemma) lots of good activity and buzz on page – send through anything.
 -
- Giving Assembly - Victoria Lush
 - Monday 14th Dec
 - Posters up and has been in school newsletter
 - Asked Annabel to get teachers excited
 - Need to reminder out to all parents via class reps
 - Cliff – asked if school still needs parent helpers on the day even though they cannot go on school grounds? YES!! From AL

Actions Arising

- Proposals for other fund-raising options - Marilyn Olson – push to next year
- BBQ shed storage – Cliff – shed is OK. BBQ get rid and then replace. ESC to get lockable cupboard for paperwork
- Sponsorship update with Belle? Alvin – Belle has paid everything.

ACTION – contact Belle to take banner down at the end of the year – and be in touch for 2021 opportunities

Meeting ended with a big thank you from Annabel Yau for the support from the P&C

Meeting closed 8.05pm

Save The Date – future P&C Meetings

Semester 1 – 2021

10 Feb, 3 March, 5 May, 2 June

All P+C meetings take place at 7pm in the school ConneXion Hub, unless otherwise notified.